



Central Ohio Chapter

Locksmith Apprenticeship Program

Monthly OJT Report

Work Processes For: Month: _____ Year: _____

Apprentice: _____

Trade: _____ Level: _____

Employer: _____

- A. Keys (identify types, inventory, cut, fit) _____
- B. Locks (identify parts, installation) _____
- C. Customer Service (lockouts, picking, drilling, changing combinations) _____
- D. Repair and maintenance (electrical and mechanical locks, door closers) _____
- E. Miscellaneous (use of tools, sharpen and maintain tools, job prep, etc.) _____

Total This Month: _____

Total To Date: _____

Supervisor Signature: _____ Date: _____

Apprentice Signature: _____ Date: _____

Locksmith					
	Keys	Locks	Customer Service	Repair and maintenance	Miscellaneous
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					
WEEK 1 TOTAL					
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					
WEEK 2 TOTAL					
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					
WEEK 3 TOTAL					
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					
WEEK 4 TOTAL					
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					
WEEK 5 TOTAL					
TOTALS					