



Central Ohio Chapter

# Sheet Metal Apprenticeship Program

Monthly OJT Report

Work Processes For:      Month: \_\_\_\_\_      Year: \_\_\_\_\_

Apprentice: \_\_\_\_\_

Trade: \_\_\_\_\_      Level: \_\_\_\_\_

Employer: \_\_\_\_\_

- A. Use of hand tools \_\_\_\_\_
- B. Use of machine tools and processes \_\_\_\_\_
- C. Flux, rivets, and fastening devices \_\_\_\_\_
- D. Measurements and layouts \_\_\_\_\_
- E. Benchwork \_\_\_\_\_
- F. Welding \_\_\_\_\_
- G. Installing duct work equipment \_\_\_\_\_
- H. General sheet fabrication and installation \_\_\_\_\_
- I. Safety practices \_\_\_\_\_
- J. Installation of duct (lining, etc.) \_\_\_\_\_
- K. Miscellaneous \_\_\_\_\_

**Total This Month:** \_\_\_\_\_

**Total To Date:** \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Apprentice Signature: \_\_\_\_\_ Date: \_\_\_\_\_

