# NATIONAL ELEVATOR INDUSTRY EDUCATIONAL PROGRAM
## APPRENTICE TRAINING
## MONTHLY WORK PROCESS REPORT

**Number of Hours Per Classification Per Day**

| CLASSIFICATION OF WORK | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | TOTALS | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| CONSTRUCTION | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| SERVICE | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| REPAIR AND MODERNIZATION | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

**Total Hours This Month** _____

**Previous Total (from last month)** _____

**Total Hours to Date** _____

**Name**_____ **Month**_____ **20**_____

**Address**_____ **Zip**_____

**City**_____ **Phone**_____

**Employer**_____ **Mechanic**_____

**JAC Signature**_____

**APPRENTICE WORK PERFORMANCE EVALUATION**

**CODE: E (Excellent) G (Good) F (Fair) U (Unsatisfactory)**

1. **Reports to work on time: ____**
2. **Follows instructions: ___**
3. **Prepared for work: ___**
4. **Properly attired: ___**
5. **Overall Attitude: ___**

**Supervisor comments:** _____

**It is the Apprentice's Responsibility to maintain this Record Sheet and Submit it to the Committee No Later Than the 10th of the following Month.**