

TURNER Machinist

Section 13 and 28

Experiential Training Logbook

Trainee Name

ID №

Section 13 Contract №

OR

Section 28 Registration №

Employer Name (1)

Employer Address

.....

.....

.....

Employer Tel №

Employer Name (2)

Employer Address

.....

.....

.....

Employer Tel №

Employer Name (3)

Employer Address

.....

.....

.....

Employer Tel №

TRAINEE DETAILS

Relevant SETA Registration №: _____

Surname: _____

Full Names: _____

Identity №: _____

Postal Address: _____

Telephone №: _____

Education and Training

Highest School Qualification _____

Trade Related Tertiary Education _____

PRACTICAL TRAINING RECORD

<u>Company</u>	<u>Training Period</u>	
	<u>From</u>	<u>To</u>
.....
.....
.....
.....

Contact Details

Relevant SETA Name:-_.....

Contact Person:

Telephone №:

Physical Address

.....

.....

Code:

Postal Address

.....

.....

Code:

SETA website address:

Chamber Name:-

Telephone №:

Note please do not abuse this contact, let your training representative contact relevant SETA should you have any queries.

TRAINING MONITOR SHEET

***Foreman / Chief Engineer can monitor and certify training**

NOTE: This document must be signed by the Training Monitor on a monthly basis

TRAINEE DETAILS

Relevant SETA Registration №

Surname:

Full Names:

Telephone №:

COMPANY DETAILS

Name of Company:

Name of Training Monitor:

Telephone №:

Fax №:

TRAINEE MONTHLY 'SIGN – OFF' BY TRAINING MONITOR					
DATE	SIGNATURE	STAMP	DATE	SIGNATURE	STAMP

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GENERAL GUIDELINES FOR EXPERIENTIAL TRAINING

The following information is to assist the Trainee as well as the Training Monitor in performing their task.

Note: Training Monitor / Foreman / Chief Engineer can monitor and certify training.

Logbook

1. Records must be retained for the duration of the Trainees contract and be submitted to the relevant SETA for evaluation with the trainee's application for Trade Test.
2. The Trainee must practice every skill until they feel that they are competent. The Training Monitor will then test the trainee to confirm competency and sign their logbook.
3. Maintaining and recording logbook entries is the responsibility of the trainee.

Training Officer

1. Each company must have a person who is responsible for overseeing the training.
2. This person could be a Licensed Technician, Inspector, Workshop Foreman, Assessor, Chief Engineer.
3. The duties of this person are:
 - 3.1. To guide the trainee through their trade related experiential training.
 - 3.2. To ensure compliance with the companies policies and procedures such as; work instructions, manual of procedures, standard practices, safety, documentation, etc.
 - 3.3. To inspect the trainee's work and, after a pre determined number of repetitions with the trainee demonstrating proficiency on that specific task, the training officer will do an assessment to prove competence. On passing the assessment, the Training Officer will sign and stamp the task in the logbook.
 - 3.4. To ensure that the trainee's logbook is up to date on each of the completed tasks.

Trainee:

- Perform each given task in accordance with aircraft standards, successfully and within the time constraints.
- Work in accordance to the company's Manual of Procedures and adhere to all work instructions, safety procedures / precautions etc. at all times.
- After successful completion of the task/s, record it in the logbook immediately.
- Have your logbook regularly signed off by your training officer.

Registration at relevant SETA

Please Note Registration forms for Section 13 or Section 28 students can be obtained from the relevant SETA or from their website.

Registration of a Section 13 contract

The contract of apprenticeship must be registered at the relevant SETA not later than one month after the mandatory probation period of 3 months in terms of Manpower Training Act No. 39 of 1990.

The duration of an apprenticeship is a minimum of 95 to a maximum of 208 weeks; the mandatory basic training course that the trainee has to attend is included in this period.

Registration as a Section 28 trainee

It is the responsibility of the trainee to register as a Section 28 candidate with the relevant SETA. The trainee must be registered for a minimum period of three months at the relevant SETA before they can apply for a trade test date.

INTRODUCTION TO THE SECTION 28 TRAINEE

Manpower Training Act № 56 of 1981

Section 28

Whenever in the opinion of the registrar adequate provision has been made for a qualifying trade test to be undergone in any trade in accordance with standards recognized by the board, the registrar may, on the application on the prescribed form of any person who has been trained as a trainee in terms of this Act or the Training of Artisans Act. 1951 (Act No. 38 of 1951), or any other person who has not passed a qualifying trade test as contemplated in section 13 (12) (h) of this Act or section 16 (2) (h) of the Apprenticeship Act. 1944 (Act) No. 37 of 1944), but who satisfies the registrar that he has undergone training or gained experience in the trade in question of a nature and for a period or aggregate period which in the opinion of the registrar is adequate, and on payment by such person of the prescribed fee, admit him to a trade test in accordance with the said standards

A section 28 trainee is required to accurately document their experience in a logbook which too would need to be verified (sign and stamp) by their training provider or employer.

The following academic / work experience combinations will qualify the Section 28 trainee to write their Trade test.

- A minimum period of eighteen (18) months relevant on the trade related experience, duly logged, signed and stamped, together with proof of successful completion of an accredited competency based training course in the relevant trade, at an accredited training centre;

OR

- A minimum period of three (3) years relevant trade related experience, duly logged, signed and stamped together with proof of successful completion of the relevant N3 trade theory subject;

OR

- A minimum period of four (4) years relevant trade related experience, duly logged, signed and stamped together with proof of successful completion of the relevant N2 trade theory subject;

OR

- A minimum period of five (5) years relevant trade related experience, duly logged, signed and stamped together with proof of successful completion of the relevant N1 trade theory subject.

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Prior to trade test application, the applicant must not have been away from the trade for more than 12 months subsequent to their trade related experiential training period. Should a period of more than 12 months have elapsed since the trade related experiential training, the candidate must complete the following refresher training prior to their application for trade test.

Section 28 candidates who do not conform to the minimum requirements as stated above must:

- Complete all their outstanding training requirements plus an additional training period of 6 months (minimum) at an accredited training provider.

OR

- Complete an additional period of 9 months trade related experience, signed and stamped by a training officer.

NOTE! The training must address the trainee's shortcomings according to the prescribed relevant SETA Training syllabus for the specific trade.

A Section 28 trade test application that resulted from a rescinded Section 13 (12) contract will not carry the trade test credits over.

INSTRUCTIONS FOR FILLING IN YOUR LOGBOOK

There are various categories in your logbook. Make your entries in the logbook accordingly (**Ref. 1**)

Identify the main task or component that you are working on - use the trade content guide e.g. Installations, faultfinding, repair etc. and fill it in (**Ref. 2**). This page will then only be dedicated to jobs that fall into the category of that specific main task or component.

Then, in each task block (**Ref. 3**) you must give a **comprehensive description / summary of the task you performed** as well as the aircraft type on which it was performed.

For example:

100hr inspection Delco alternator – Is not acceptable.

Rather – 100hr inspection Delco alternator – grease bearings, check brushes, test

Under 'Repetitions of Task' (**Ref. 4**) there are three fields:

REP / S: fill in the progressive number of repetitions.

HOURS: fill in the time taken to complete the task.

DATE: fill in the date you did the task.

Each repetition will use one column, when the five columns are full; complete the last two columns which indicate the accumulated time for the task (2nd last column) and have your engineer sign it off in the last column. Open a new block for the next repetition of the specific task (NB. use progressive numbering from the previous row of the same type of task).

At the bottom of each page calculate the total time worked on the tasks for that page.

For the purpose of doing your final summary, batch similar tasks together. For example batch all the log sheets for Gyro instruments together.

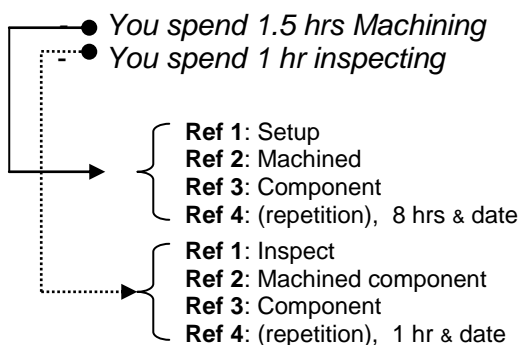
Category: Ref. 1 Main Task / Component: Ref. 2

Name of Trainee:		Identity №					
Employer Name:		Training Year:					

Task №	Description of Work Performed & Type/make of machine or Equipment	Repetitions of Task					Total hours	Sign & Stamp
	Ref. 3	Rep/s	↑					
		Hours	Ref. 4					
		Date	↓					

An example of how you would log a typical task using the references above









Your time sheet requires you to do a 100 hr experience on a copy turning lathe



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Category : *Fitting & turning* Main Task / Component: *Inspection*

Name of Trainee:	<i>I. M. Apprentice</i>	Identity No:	<i>060630 0630 063</i>
Employer Name:	<i>R. U. Crazy</i>	Training Year:	<i>2006</i>

Task No	Description of Work Performed & Type/make of machine or Equipment	Repetitions of Task						Total hours	Sign & Stamp
<i>1</i>	<i>COPY TURNING 100 hr experience</i>	Rep/s	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	<i>15</i>	
	<i>Produce a component and inspect</i>	Hours	<i>2.5</i>	<i>3</i>	<i>4</i>	<i>2</i>	<i>3.5</i>		
	<i>Do documentation</i>	Date	<i>2/01</i>	<i>11/01</i>	<i>30/01</i>	<i>15/03</i>	<i>26/05</i>		
<i>2</i>	<i>Turning</i>	Rep/s	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	<i>6.5</i>	
	<i>Produce a component and inspect</i>	Hours	<i>1.5</i>	<i>1</i>	<i>1</i>	<i>1.5</i>	<i>1.5</i>		
	<i>Do documentation</i>	Date	<i>4/01</i>	<i>15/01</i>	<i>21/01</i>	<i>14/02</i>	<i>21/03</i>		
	<i>Layout inspection</i>	Rep/s	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	<i>15</i>	
	<i>Check that the layout is correct to</i>	Hours	<i>2.5</i>	<i>3</i>	<i>4</i>	<i>2</i>	<i>3.5</i>		
	<i>Drawing specs.</i>	Date	<i>7/01</i>	<i>11/03</i>	<i>15/3</i>	<i>21/5</i>	<i>5/06</i>		
<i>3</i>	<i>MILLING</i>	Rep/s	<i>1</i>	<i>2</i>				<i>2.5</i>	
	<i>Produce a component and inspect</i>	Hours	<i>1</i>	<i>1.5</i>					
	<i>Do documentation</i>	Date	<i>9/01</i>	<i>13/01</i>					
<i>4</i>	<i>SURFACE GRINDING</i>	Rep/s	<i>6</i>	<i>7</i>	<i>8</i>			<i>17.5</i>	
	<i>Produce a component and inspect</i>	Hours	<i>6</i>	<i>6</i>	<i>5.5</i>				
	<i>Do documentation</i>	Date	<i>29/05</i>	<i>7/06</i>	<i>1/07</i>				
<i>5</i>	<i>CYL. GRINDING</i>	Rep/s	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>		<i>5</i>	
	<i>Produce a component and inspect</i>	Hours	<i>1.5</i>	<i>0.5</i>	<i>2</i>	<i>1</i>			
	<i>Do documentation</i>	Date	<i>1/04</i>	<i>5/05</i>	<i>28/05</i>	<i>31/07</i>			
<i>6</i>	<i>BASIC HANDSKILL</i>	Rep/s	<i>6</i>	<i>7</i>	<i>8</i>	<i>9</i>		<i>10.5</i>	
		Hours	<i>2.5</i>	<i>3.5</i>	<i>3</i>	<i>1.5</i>			
		Date	<i>14/06</i>	<i>29/6</i>	<i>11/07</i>	<i>3/08</i>			
<i>3</i>	<i>CAPCAPSTANS</i>	Rep/s	<i>6</i>					<i>4</i>	
	<i>Produce a component and inspect</i>	Hours	<i>4</i>						
	<i>Do documentation</i>	Date	<i>21/04</i>						
<i>7</i>	<i>Measuring instrument care</i>	Rep/s	<i>6</i>					<i>1</i>	
	<i>Inspection and care of instruments</i>	Hours	<i>1</i>						
		Date	<i>20/07</i>						
Total Hours								77	

Trainee



Training Officer



AIRCRAFT ALLSORTS (PTY) LTD
AMO 12345
(011) 101 1123

A typical example of a logbook entry

RECORD OF ASSESSMENTS

TRAINEE NAME:.....

[illegible]

..... has successfully completed the syllabus, the test results as recorded above are accurate and he / she is ready to apply for their Trade Test Assessment.

.....
TRAINEE

.....
TRAINING REPRESENTATIVE

BASIC TRAINING GUIDE OF TRADE CONTENT FOR A TURNER MACHINIST

No	Description	Content Guide
1.	Introduction	List terms, definitions and methods for this training course. Recall DCLD Training school rules and procedures.
2.	Safety	Recall unsafe situations and Rules for shop and personnel safety. Attend an industrial safety course .
3.	First aid	Attend a first level, first aid course.
4.	Drawings	Calculate fractions and decimals. Interpret symbols, abbreviations and tolerances. Make projections. Identify machining processes. Plan a work piece according to workshop practices. Read a progress planning sheet
5.	Hand Tools	Care and safe use of trade related hand tools e.g. a file, a hacksaw, a torque wrench, a screwdriver, Produce external threads, Produce internal threads, Perform a lay-out, Produce a work piece.
6.	Metals and Materials	Understand the properties, characteristics and composition of trade related materials. Identify ferrous and non ferrous metals. Recall physical properties of materials. Recall heat treatment processes. Recall kinds of cutting fluids.
7.	Lubricants	Identify Lubricants. Identify lubrications systems.
8.	Pedestal grinder	Identify pedestal grinders Replace grinding wheels. Sharpen a chisel. Sharpen a drill bit.
9.	Measuring Instruments	Identify and read a engineering rule and measuring tape, Use a engineering rule and measuring tape, Set calliper and divider, a combination set, a Vernier (Inside, Outside, Depth), a Vernier height gauge, a micrometer, a Dial Test Indicator, and Gauge blocks.

10.	Manufacture a Workpiece	Perform a layout. Cut to a layout using a hacksaw. File to a layout. Identify drill presses and equipment. Drill and ream holes. Countersink and counter bore holes. Recall types of fits. On shafts and holes. Produce internal threads with hand taps. Tap holes using a drill press. Produce external treads with hand dies. Assemble a G-clamp.
11.	Power saw	Identify and care of power saw. Weld a band saw blade. Coil and uncoil band saw blades. Cut stock. Cut aluminium
12.	Fitting Work	Manufacture a fitting work piece.
13.	Milling	Identify parts, work-holding devices. Use controls to operate milling machine. Clean and lubricate milling machine. Mount and align a machine vice. Align head square to table Mount and remove cutters and perform side and end milling operation. Mill a key seat and slot. Mill a rectangular pocked. Precision locating, drilling and reaming holes. Align a bore and perform a boring operation. Perform a fly cutting operation. Perform milling operation on dividing head. Mount cutters on horizontal machine. Perform square milling on a horizontal machine Mill keyway with staggered tooth cutter. Perform a face milling operation. Machine a slot on a rotary table.

14.	Turning	<p>Identify lathe part accessories and operations. Carry out a routine inspection. Identify cutting tools. Sharpen cutting tools. Determine speeds and feeds and do fault analysis. Calculate tapers and find angles. Remove, install a chuck and change jaws. Operate lathe controls and set calibrated dials. Align a tailstock. Perform facing operation. Perform a straight turning operation. Align a work piece in a four jaw chuck. Drill a centre hole. Perform a chamfer operation hole. Drill and ream hole. Tap a hole. Perform a cut off operation. Perform a knurling operation. Turn between centres. Perform a boring operation. Turn an external taper. Cut external "V" thread. Cut internal "V" thread. Pick up a thread. Turn a work-piece using fixed and travelling steadies. Machine a work-piece fitted on a face plate. Turn a shaft excentric. Machine a Vee.</p>
15.	Grinding	<p>Identify type, parts and operations. Identify and select grinding wheels and causes of grinding problems. Identify work holding devices on surface grinder. Mount, balance and dress wheel on a surface grinder. Grind a flat and parallel surface. Grind a work piece square. Grind a flat face to a shoulder. Grind a angular surface. Grind a slot. Identify work holding devices and wheel dressers. Remove, replace and dress a wheel on a cylindrical grinder. Grind workpiece parallel. Grind workpiece parallel. Grind a Morse taper. Grind internal surface.</p>
16.	Welding & Gas Cutting	<p>Match gas welding terms and definitions. Recall safety rules. Identification of equipment. Identify welding flames. Select and assemble gas welding equipment. Identify and select welding rods. Flat bead weld without welding rod. Flat bead weld with welding rod. Identify 5 basic joints. Perform flat butt weld. Perform flat butt weld. 100% correct to specifications. Do overlap weld 100% correct to welding specifications. Recall safety and assemble cutting equipment according to resources. Mark off a pattern to correct specifications Perform cutting exercise correct to specifications with current limiting. Recall silver brazing techniques Perform silver brazing lap joint. . Recall metal arc welding.. Recall all safety equipment. Recall operational data i.a.w. welding machine . Identify and select electrodes. Identify and select joints.</p>

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		Perform parallel bead weld penetration according to standards.
	C.N.C.	Introduction to N.C. machines.

SUMMARY OF BASIC TRAINING

A summary of formal training provided by your employer in accordance with the mandatory training curriculum for the industry. This form is primarily for Section 28 students who have not had any institutional training. Students, who have completed the Basic Training course at an accredited training provider, need only submit a certified copy of their certificate.

Name of Apprentice:

Date of Employment: **Period of Employment:** **Weeks**

Basics		
Main Component / task	Total Hours	Sign & Stamp
Introduction		
Safety		
First aid		
Drawings		
Hand Tools		
Metals and Materials		
Lubricants		
Workshop tools		
Measuring Instruments		
Hand skills		
Mechanical Devices Band Saw		
Milling		
Turning		
Grinding		
Gas Cutting & Welding		

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COMBINED TOTAL OF BASIC TRAINING HOURS		

.....
APPRENTICE

.....
TRAINING REPRESENTATIVE

COMPANY GUIDE OF TRADE RELATED EXPERIENCE **CONTENT FOR A TURNER MACHINIST**

No	Description	Content Guide
1.	Workshop Safety	Adhere to all safety procedures and precautions.
2.	Company Documentation	The companies system e.g. job cards spares procurement timecards etc.
3.	Machine/ equipment Documentation	Snag sheets, inspection sheets, logbooks, manuals, labels, bulletins, modifications, notes etc.
4.	MEASURING INSTRUMENTS	WILL BE ABLE TO SELECT AND USE THE CORRECT MEASURING INSTRUMENT TO MEASURE COMPONENTS ACCURATELY ACCORDING TO A WORKSHEET.
5.	Mechanical	De-burring, honing and assembling etc.
6.	Machining	Centre lathe, Milling machine , Grinders & CNC.
7.	Trade Related Other	N.C. Programming, Tool selection and setup. Machining In your industry.
8.	Trade Related Basic Training	N.C. operating

SUMMARY OF WORK TRAINING EXPERIENCE

Complete this form when you apply for your Trade Test Assessment.

Name of Apprentice:

Date of Employment: Period of Employment: Weeks

Mechanicals		
Main Component / task	Main Component / task	Main Component / task
Trade Related Other	Trade Related Other	Trade Related Other
Trade Related Basic Training		
Main Component / task	Total Hours	Sign & Stamp
Inspection		
Modification		

.....
APPRENTICE

.....
TRAINING REPRESENTATIVE

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Category Machining Main Task / Component: Identification Components/Machines/Equipment

Name of Trainee:		Identity №:	
Employer Name:		Training Year:	

Task №	Description of Work Performed & Type/make of machine or Equipment	Repetitions of Task						Total hours	Sign & Stamp
		Rep/s							
		Hours							
		Date							
		Rep/s							
		Hours							
		Date							
		Rep/s							
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		Date							
		Rep/s							
		Hours							
		Date							

Total Hours

Trainee: Supervisor:

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Category **Machining**

Main Task / Component: Identification of Components/Machines/Equipment

Name of Trainee:		Identity №:	
Employer Name:		Training Year:	

Task №	Description of Work Performed & Type/make of machine or Equipment	Repetitions of Task						Total hours	Sign & Stamp
		Rep/s							
		Hours							
		Date							
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		Date							

Total Hours

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Trainee: Supervisor:

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Category : Machining

Main Task / Component: _____

Name of Trainee:		Identity №:	
Employer Name:		Training Year:	

Task №	Description of Work Performed & Type/make of machine or Equipment	Repetitions of Task	Total hours	Sign & Stamp
		Rep/s		
		Hours		
		Date		
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Total Hours

Trainee: Supervisor:

Uncontrolled Document

Category : Machining

Main Task / Component: _____

Name of Trainee:		Identity №:	
Employer Name:		Training Year:	

Task №	Description of Work Performed & Type/make of machine or Equipment	Repetitions of Task						Total hours	Sign & Stamp
		Rep/s							
		Hours							
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		Date							

Total Hours

Trainee: Supervisor:

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Category : Machining

Main Task / Component: _____

Name of Trainee:		Identity №:	
Employer Name:		Training Year:	

Task №	Description of Work Performed & Type/make of machine or Equipment	Repetitions of Task						Total hours	Sign & Stamp
		Rep/s							
		Hours							
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		Date							

Total Hours

Trainee: Supervisor:

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Category : Machining

Main Task / Component:

Name of Trainee:		Identity №:	
Employer Name:		Training Year:	

Task №	Description of Work Performed & Type/make of machine or Equipment	Repetitions of Task						Total hours	Sign & Stamp
		Rep/s							
		Hours							
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Total Hours

Trainee: Supervisor:

Uncontrolled Document

Category : Machining

Main Task / Component: _____

Name of Trainee:		Identity №:	
Employer Name:		Training Year:	

Task №	Description of Work Performed & Type/make of machine or Equipment	Repetitions of Task	Total hours	Sign & Stamp
		Rep/s		
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Total Hours

Trainee: Supervisor:

Uncontrolled Document

Category : Machining

Main Task / Component: _____

Name of Trainee:		Identity №:	
Employer Name:		Training Year:	

Task №	Description of Work Performed & Type/make of machine or Equipment	Repetitions of Task						Total hours	Sign & Stamp
		Rep/s							
		Hours							
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Total Hours

Trainee: Supervisor:

Uncontrolled Document

Category : Machining

Main Task / Component: _____

Name of Trainee:		Identity №:	
Employer Name:		Training Year:	

Task №	Description of Work Performed & Type/make of machine or Equipment	Repetitions of Task						Total hours	Sign & Stamp
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Total Hours

Trainee: Supervisor:

Uncontrolled Document

Category : Machining

Main Task / Component:

Name of Trainee:		Identity №:	
Employer Name:		Training Year:	

Task №	Description of Work Performed & Type/make of machine or Equipment	Repetitions of Task	Total hours	Sign & Stamp
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Total Hours

Trainee: Supervisor:

Uncontrolled Document

Category : Machining

Main Task / Component: _____

Name of Trainee:		Identity №:	
Employer Name:		Training Year:	

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Total Hours

Trainee: Supervisor:

Uncontrolled Document

Category : Machining

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Total Hours

Trainee: Supervisor:

Uncontrolled Document

Category : Machining

Main Task / Component: _____

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Total Hours

Trainee: Supervisor:

Uncontrolled Document

Category : Machining

Main Task / Component: _____

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Total Hours

Trainee: Supervisor:

Uncontrolled Document

Category : Machining

Main Task / Component: .

Name of Trainee:		Identity №:	
Employer Name:		Training Year:	

Task №	Description of Work Performed & Type/make of machine or Equipment	Repetitions of Task	Total hours	Sign & Stamp
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Total Hours

Trainee: Supervisor:

Uncontrolled Document

Category : Machining

Main Task / Component: : _____

Name of Trainee:		Identity №:	
Employer Name:		Training Year:	

Task №	Description of Work Performed & Type/make of machine or Equipment	Repetitions of Task	Total hours	Sign & Stamp
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Total Hours

Trainee: Supervisor:

Uncontrolled Document

Category : Machining Main Task / Component: _____

Name of Trainee:		Identity №:	
Employer Name:		Training Year:	

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Total Hours

Trainee: Supervisor:

Uncontrolled Document

Category : Machining Main Task / Component: _____

Name of Trainee:		Identity №:	
Employer Name:		Training Year:	

Task №	Description of Work Performed & Type/make of machine or Equipment	Repetitions of Task	Total hours	Sign & Stamp
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Total Hours

Trainee: Supervisor:

Uncontrolled Document

Category : Machining

Main Task / Component: _____

Name of Trainee:		Identity №:	
Employer Name:		Training Year:	

Task №	Description of Work Performed & Type/make of machine or Equipment	Repetitions of Task						Total hours	Sign & Stamp
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Total Hours

Trainee: Supervisor:

Uncontrolled Document

Category : Machining

Main Task / Component: _____

Name of Trainee:		Identity №:	
Employer Name:		Training Year:	

Task №	Description of Work Performed & Type/make of machine or Equipment	Repetitions of Task	Total hours	Sign & Stamp
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Total Hours

Trainee: Supervisor:

Mechanical

Uncontrolled Document

Category : Mechanical

Main Task / Component: _____

Inspection _____

Name of Trainee:		Identity №:	
Employer Name:		Training Year:	

Task №	Description of Work Performed & Type/make of machine or Equipment	Repetitions of Task	Total hours	Sign & Stamp
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Total Hours

Trainee: Supervisor:

*Uncontrolled Document*Category : Mechanical

Main Task / Component:

Inspection

Name of Trainee:		Identity №:	
Employer Name:		Training Year:	

Task №	Description of Work Performed & Type/make of machine or Equipment	Repetitions of Task						Total hours	Sign & Stamp
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Total Hours

Trainee: Supervisor:

Uncontrolled Document

Category : Mechanical Main Task / Component: _____

Name of Trainee:		Identity №:	
Employer Name:		Training Year:	

Task №	Description of Work Performed & Type/make of machine or Equipment	Repetitions of Task						Total hours	Sign & Stamp
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Total Hours

Trainee: Supervisor:

Uncontrolled Document

Category : Mechanical Main Task / Component: _____

Name of Trainee:		Identity №:	
Employer Name:		Training Year:	

Task №	Description of Work Performed & Type/make of machine or Equipment	Repetitions of Task						Total hours	Sign & Stamp
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Total Hours

Trainee: Supervisor:

Uncontrolled Document

Category :	Mechanical	Main Task / Component
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Name of Trainee:		Identity №:	
Employer Name:		Training Year:	

Task №	Description of Work Performed & Type/make of machine or Equipment	Repetitions of Task						Total hours	Sign & Stamp
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Total Hours

Trainee: Supervisor:

Uncontrolled Document

Category : Mechanical Main Task / Component:

Name of Trainee:		Identity №:	
Employer Name:		Training Year:	

Task №	Description of Work Performed & Type/make of machine or Equipment	Repetitions of Task						Total hours	Sign & Stamp
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Trainee: Supervisor:

Uncontrolled Document

Category : Mechanical Main Task / Component:

Name of Trainee:		Identity №:	
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Task No	Description of Work Performed & Type/make of machine or Equipment	Repetitions of Task						Total hours	Sign & Stamp
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Total Hours

Trainee: Supervisor:

Uncontrolled Document

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Total Hours

Trainee: Supervisor:

Uncontrolled Document

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Trainee: Supervisor:

Uncontrolled Document

Category : Mechanical Main Task / Component:

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Trainee: Supervisor:

Uncontrolled Document

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Total Hours

Trainee: Supervisor:

Uncontrolled Document

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Total Hours

Trainee: Supervisor:

Uncontrolled Document

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Total Hours

Trainee: Supervisor:

Uncontrolled Document

Category : Mechanical Main Task / Component: _____

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		Date							
		Rep/s							
		Hours							
		Date							

Total Hours

Trainee: Supervisor:

Uncontrolled Document

Category : Mechanical Main Task / Component: _____

Name of Trainee:		Identity №:	
Employer Name:		Training Year:	

Task №	Description of Work Performed & Type/make of machine or Equipment	Repetitions of Task	Total hours	Sign & Stamp
		Rep/s		
		Hours		
		Date		
		Rep/s		
		Hours		
		Date		
		Rep/s		
		Hours		
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		Rep/s		
		Hours		
		Date		

Total Hours

Trainee: Supervisor:

Uncontrolled Document

Category : Mechanical Main Task / Component: _____

Name of Trainee:		Identity №:	
Employer Name:		Training Year:	

Task №	Description of Work Performed & Type/make of machine or Equipment	Repetitions of Task						Total hours	Sign & Stamp
		Rep/s							
		Hours							
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		Hours							
		Date							

Total Hours

Trainee: Supervisor:

Uncontrolled Document

Category : Mechanical Main Task / Component: Drawings

Name of Trainee:		Identity №:	
Employer Name:		Training Year:	

Task №	Description of Work Performed & Type/make of machine or Equipment	Repetitions of Task	Total hours	Sign & Stamp
		Rep/s		
		Hours		
		Date		
		Rep/s		
		Hours		
		Date		
		Rep/s		
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		Hours		
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Total Hours

Trainee: Supervisor:

Uncontrolled Document

Category : Mechanical Main Task / Component: Drawings

Name of Trainee:		Identity №:	
Employer Name:		Training Year:	

Task №	Description of Work Performed & Type/make of machine or Equipment	Repetitions of Task	Total hours	Sign & Stamp
		Rep/s		
		Hours		
		Date		
		Rep/s		
		Hours		
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Total Hours

Trainee: Supervisor:

Trade Related Other

Uncontrolled Document

Category : _____ Main Task / Component: _____

Name of Trainee:		Identity №:	
Employer Name:		Training Year:	

Task №	Description of Work Performed & Type/make of machine or Equipment	Repetitions of Task	Total hours	Sign & Stamp
		Rep/s		
		Hours		
		Date		
		Rep/s		
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		Date		

Total Hours

Trainee: Supervisor:

Uncontrolled Document

Category : _____ Main Task / Component: _____

Name of Trainee:		Identity №:	
Employer Name:		Training Year:	

Task №	Description of Work Performed & Type/make of machine or Equipment	Repetitions of Task	Total hours	Sign & Stamp
		Rep/s		
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Total Hours

Trainee: Supervisor:

Trade Related Basic Training

Uncontrolled Document

Category : _____ Main Task / Component: _____

Name of Trainee:		Identity №:	
Employer Name:		Training Year:	

Task №	Description of Work Performed & Type/make of machine or Equipment	Repetitions of Task						Total hours	Sign & Stamp
		Rep/s							
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Total Hours

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Uncontrolled Document

Trainee: Supervisor:

Uncontrolled Document

Category : _____ Main Task / Component: _____

Name of Trainee:		Identity №:	
Employer Name:		Training Year:	

Task №	Description of Work Performed & Type/make of machine or Equipment	Repetitions of Task	Total hours	Sign & Stamp
		Rep/s		
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Total Hours

Trainee: Supervisor:

Uncontrolled Document

Category : _____ Main Task / Component: _____

Name of Trainee:		Identity №:	
Employer Name:		Training Year:	

Task №	Description of Work Performed & Type/make of machine or Equipment	Repetitions of Task						Total hours	Sign & Stamp
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Total Hours									

Trainee: Supervisor:

The following page is a Master Copy of your log sheet, **DO NOT FILL IT IN !!!**

Use it to make extra photocopies for your logbook.

When adding extra log sheets to your logbook, batch similar tasks together (e.g. Instrument inspections) use the same page number for that specific task but use an alphabetic suffix for each additional page.

For Example: Electrical Inspection is page 24; additional electrical Inspection log sheets will be numbered 24a, 24b, 24c....

NOTE: Please bind your logbook in a Ring-binder or Lever-arch file.

Uncontrolled Document

Category : Main Task / Component:

Name of Trainee:		Identity №	
Employer Name:		Training Year:	

Task №	Description of Work Performed & Type/make of machine or Equipment	Repetitions of Task						Total hours	Sign & Stamp
		Rep/s							
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Total Hours

Trainee: Supervisor: