

# *Machine Tool Millwright*

## **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**

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

### **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 №: .....

<b>TRAINEE MONTHLY 'SIGN – OFF' BY TRAINING MONITOR</b>					
<b>DATE</b>	<b>SIGNATURE</b>	<b>STAMP</b>	<b>DATE</b>	<b>SIGNATURE</b>	<b>STAMP</b>

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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 for that specific year of training. Use another page for the next training year.**

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 (2<sup>nd</sup> 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

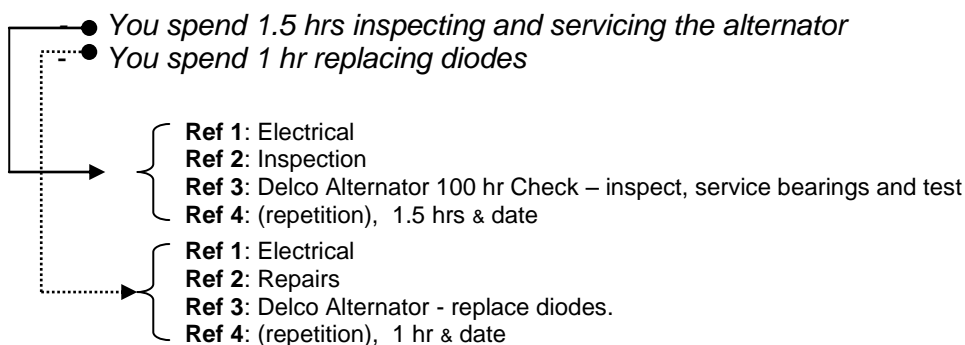
Name of Trainee:		Identity №	
Employer Name:		Training Year:	

Task №	Description of Work Performed & Type/make of machine or Equipment	Repetitions of Task						Total hours	Sign & Stamp
	<b>Ref. 3</b>	Rep/s	↑						
		Hours	<b>Ref. 4</b>						
		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 inspection on a Delco alternator & rectify all the 'snags'.**



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Category : *Electrical*      Main Task / Component: *Inspection*

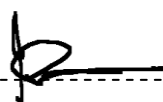
Name of Trainee:	<i>I. M. Apprentice</i>	Identity No:	<i>060630 0630 063</i>
Employer Name:	<i>R. U. Crazy</i>	Training Year:	<i>2006</i>

Task No	Description of Work Performed & Type/make of machine or Equipment	Repetitions of Task						Total hours	Sign & Stamp
<i>1</i>	<i>Delco alternator 100 hr Check</i>	Rep/s	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	<i>15</i>	
	<i>Inspect, service bearings and test</i>	Hours	<i>2.5</i>	<i>3</i>	<i>4</i>	<i>2</i>	<i>3.5</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>Delco alternator</i>	Rep/s	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	<i>6.5</i>	
	<i>Inspect and/or replace diodes</i>	Hours	<i>1.5</i>	<i>1</i>	<i>1</i>	<i>1.5</i>	<i>1.5</i>		
		Date	<i>4/01</i>	<i>15/01</i>	<i>21/01</i>	<i>14/02</i>	<i>21/03</i>		
<i>3</i>	<i>Isolation Transformer</i>	Rep/s	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	<i>15</i>	
	<i>Inspect connection and measure</i>	Hours	<i>2.5</i>	<i>3</i>	<i>4</i>	<i>2</i>	<i>3.5</i>		
	<i>Output voltage</i>	Date	<i>7/01</i>	<i>11/03</i>	<i>15/3</i>	<i>21/5</i>	<i>5/06</i>		
<i>4</i>	<i>3 phase AC motor</i>	Rep/s	<i>1</i>	<i>2</i>				<i>2.5</i>	
	<i>Inspect and test insulation</i>	Hours	<i>1</i>	<i>1.5</i>					
	<i>breakdowns</i>	Date	<i>9/01</i>	<i>13/01</i>					
<i>5</i>	<i>Stepper motor</i>	Rep/s	<i>6</i>	<i>7</i>	<i>8</i>			<i>17.5</i>	
	<i>Inspection of brushes, bearings,</i>	Hours	<i>6</i>	<i>6</i>	<i>5.5</i>				
	<i>And windings</i>	Date	<i>29/05</i>	<i>7/06</i>	<i>1/07</i>				
<i>6</i>	<i>Delco alternator</i>	Rep/s	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>		<i>5</i>	
	<i>Inspect and test insulation</i>	Hours	<i>1.5</i>	<i>0.5</i>	<i>2</i>	<i>1</i>			
	<i>breakdowns</i>	Date	<i>1/04</i>	<i>5/05</i>	<i>28/05</i>	<i>31/07</i>			
<i>3</i>	<i>Pvc armoured cable</i>	Rep/s	<i>6</i>	<i>7</i>	<i>8</i>	<i>9</i>		<i>10.5</i>	
	<i>Inspection of outer insulation</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>7</i>	<i>Machine earthing</i>	Rep/s	<i>6</i>					<i>4</i>	
	<i>Check continuity of earth path</i>	Hours	<i>4</i>						
		Date	<i>21/04</i>						
<i>2</i>	<i>Protective equipment</i>	Rep/s	<i>6</i>					<i>1</i>	
	<i>Check values and conditions of</i>	Hours	<i>1</i>						
	<i>Various devices</i>	Date	<i>20/07</i>						
<b>Total Hours</b>								<b>77</b>	

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 MACHINE TOOL MILLWRIGHT**

No	Description	Content Guide
1.	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 multimeter, <b>a weighing scale and the use of a machine level.</b>
2.	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,
3.	Hardware	Understand hardware, Use bolts nuts and washers, Use screws and fasteners, Safety of hardware (Locking devices, keys and adhesives).
4.	Power Tools	Identify drill press parts, Drill and ream a hole, Identify bench grinder parts, Replace a grinding wheel, Grind a drill bit, use a torque wrench. <b>Harden and temper a centre punch, Use fixed and portable drilling machines, Use fixed and portable grinding machines, including replacing, setting truing and ringing of wheels, Use a portable jigsaw, Operate pneumatic and electrical power tools and use hand operated presses.</b>
5.	Materials	Understand the properties, characteristics and composition of trade related materials.
6.	Soldering	Safety rules of soldering, Identify soldering equipment, boards used for soldering, the four steps to make a good solder joint, Prepare and solder various external connections, Identify and mount components on various boards, De-soldering techniques of components, Cleaning of soldered boards, Practical soldering and design, Solder a complete task
7.	Basic Electricity	Identify and Understand electronic components and their symbols. Identify diagrams, components views and connecting points, Identify and make up plugs and cables, Identify and Understand the application, operation and selection of fuses, Use and care of a multimeter. Interpret colour coding and, test resistors, Measure the voltage of dry cells, connected in series and parallel, Identify and Understand regulated dc power supply functions. Identify the characteristics of conductors and insulators, series and parallel connected resistors, capacitors and inductor circuits, measurement of voltage drops, the total resistance and total electrical current. Define and apply Ohms law and Kirchhoff's voltage and current law's, Troubleshoot series, parallel and series-parallel connected resistor circuits, Determine and measure internal resistance of batteries, Determine power in a dc load as well as maximum power transfer, understand the characteristics of magnetic fields in a wire Understand the effects of inducing voltage in a coil, Understand and verify the application of dc relays, Identify the characteristics of a dc meter movement, Determine current-meter shunts, Identify and understand triggered Oscilloscope

		functions, Understand effects of beam deflection by electrostatics and magnetism, Identify and understand audio frequency generator functions and measure the period of an AC signal on an oscilloscope, Measure voltages using an
		oscilloscope, Perform conversions of p/p, RMS, ave. and Peak values, Identify and Understand the characteristics of inductors, Measure frequency and phase difference using an oscilloscope, Determine total inductance of series and parallel inductors, Understand the characteristics and resistance test of transformers, Identify colour-coded capacitors, apply and test them, Determine the charge and discharge rate of a capacitor, Determine the reactance of a capacitor, Measure phase angle between voltage and current in a capacitive circuit, Determine the total capacitance of capacitors connected in series and in parallel, Determine the impedance of a series resistance inductance circuit, Determine the impedance of a series resistance capacitance circuit, Determine the impedance of a series resistance inductance capacitance circuit, Determine the impedance of a parallel resistance inductance and resistance capacitance circuit, Determine the impedance of a parallel resistance inductance capacitance circuit, Determine the frequency response of low and high pass filters.
8.	Basic Electronics	Identify, apply and test silicon and germanium rectifier and switching diodes, Identify, apply and test zener diodes, Identify, apply and test optoelectronic devices, Construct and prove clipper and clamper circuit outputs, Construct and test a half wave rectifier circuit, Construct, test and troubleshoot a transformer power supply and filter circuit, Construct and test a full wave bridge rectifier circuit, Identify and Understand transistor operation, Use of electronic component specification and replacement manuals, Test transistors and obtain equivalent specifications, Identify, build and troubleshoot transistor circuit configurations, Measure the gain and impedance of an emitter follower, Measure the gain of a c/e transistor amplifier, Measure i/o impedance of a transistor amplifier, Troubleshoot a c/e transistor amplifier circuit, Understand amplifier-coupling methods, Understand the operation of an audio power amplifier and loudspeaker, Construct a DC load line analysis of a transistor amplifier, Understand operation of a push-pull amplifier (class b), Understand operation of a complementary-symmetry push-pull power amplifier, Understand the operation of a JFET, Understand the operation of a SCR, Understand the operation of a TRIAC, Understand the operation of a DIAC, Construct and test a series voltage regulator circuit with current limiting, Understand the operation, construct and troubleshoot an a-stable multivibrator, Understand the operation, construct and troubleshoot a BI-stable multivibrator, Understand the operation, construct and troubleshoot a mono-stable multivibrator, Construct experimentally a sawtooth generator, Understand the operation and troubleshoot a Schmitt-trigger,

		Understand the operation of an operational amplifier, Understand operation of a Hartley oscillator
9.	Basic Digitals	Understand the common logic gates, symbols and truth tables, Perform binary conversions, add, subtract, multiply and division, Understand the function and use of the octal system, Understand the function and use of the hexadecimal system, Understand the conversion of binary to octal, Understand the conversion of binary to hexadecimal, Simplify logic expressions by using Boolean algebra, Simplify logic expressions by using Karnaugh maps, Understand the function of complements, Understand function and use of negative and positive diode logic gates, Identify and use measure negative and positive voltages and their logic states using a logic probe, Understand operation and use of the RS flip-flop, Understand operation and use of the D-type flip-flop, Understand operation and use of the JK flip-flop, Understand operation and use of the JK edge triggered flip-flop, Understand operation and use of the master-slave JK flip-flop, Understand operation and use of encoders and decoders, Explain the operation and function of registers, Explain the operation and function of counters, Understand the operation and use of the seven-segment display, Understand the operation and use of the half adder and full adder, Understand the operation and use of analogue to digital converters, Understand the operation and use of digital to analogue converters, Identify and Understand the use of: IC's, ROM, RAM, PROM's and EPROM's, Understand the function and use of multiplexers and demultiplexers, Understand the block diagram and functional description of a CPU in a basic computer system, Understand the application and use of a micro computer
10.	Drawings	Calculate fractions and decimals, Interpret symbols and abbreviations, Make projections of a plan, front and side elevations, Identify machine process, Plan a workpiece, Read a progress planning sheet, Compile material list from electrical, engineering and electronic drawings.
11.	Locking Devices	Identify keys, Identify locking devices, Install locking devices, Identify and use the following devices: Split pins, Wire method, Lock plates and taper pins.
12.	Mechanical Devices Band Saw	Identify and care of power saws, Welding of band saw blade, Coil and uncoil band saw blades, Cut stock using a band saw, Cut aluminium using a band saw
13.	Mechanical Devices Couplings	Identify various couplings, Mount and align couplings
14.	Mechanical Devices Pumps	Recall the principle of operation and applications of pumps, Recall basic pump hydraulics, Maintain fluid leakage, Maintain pumps, Fit seals and packing, Install and level gearboxes, motors, machines and pumps, and identify and adjust breaking systems.
15.	Mechanical Devices Hydraulics	Identify hydraulic components and circuits, Care of seals, Construct a system, service a reservoir and compile a material list from hydraulic and pneumatic drawings.

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16.	Mechanical Devices Pneumatics	Recall symbols and abbreviations pertaining to pneumatic circuit diagrams, Install and maintain directional control, flow control, cylinders and pressure valves and diagnose faults in pneumatic systems.
17.	Mechanical Devices Lubricants	Identify various lubricants, Identify lubrication systems
18.	Mechanical Devices Bearings	Identify various bearings, Fit and remove of bearings
19.	Mechanical Devices Drives	Identify "V" belts, Fit and align "V" belts
20.	Conductors, Insulators and Cables Protective equipment.	Recall, what a conductor is, Joining of a conductor, Identify types of insulating materials, Identify various types of cables, Use of a Meggar, Testing of a cable, Identify and use of tools for the task, Termination of a cable, Identify the various types of fuses and the principle of operation, Identify types of isolators and they're operating principles, Identify types of circuit breakers and they're operating principles
21.	Transformers	Recall the composition and working principles of a transformer, Recall and various types of transformers, Recall major components on a transformer Recall, measure and connect various transformer connections, Fault finding of a transformer, Maintenance on a transformer
22.	DC Generators and motors	Recall the principle of operation of an elementary generator, Recall the operating principles and applications of a DC generator, Recall the operating principles of an AC generator, Recall the operating principles and applications of DC Motor, Recall the principle of operation and applications of series-field motor, Recall the principle of operation of shunt-field motor, Recall the principle of operation of compound DC motor, Practically test and connecting up of a Dc Motor
23.	AC Motors	Recall the principle of operation of an AC motor, Connecting and phasing-out a 3-phase AC Motor, Testing a 3-phase AC motor, Recall the operation and connections of a Slipring-motor, Recall operation and connections of a single-phase motor, Testing of a single-phase motor
24.	Schematic Diagrams	Recall schematic symbols, Design a schematic diagram, Wiring of circuit according to schematic diagram, Mount , wire and connect the following: distribution boards, motor control gear, isolators and electrical equipment, Install wire-ways including the following: steel and PVC conduit, racks, Trunking and flexible conduit, Make free-hand sketches of existing circuits and installations.
25.	PLC Programming	Introduction to PLC programming and use of a PLC system.
26.	Welding Arc welding  Gas welding and brazing	Identify and set-up AC or DC welding machines, equipment including starting-up and shutting-down procedures, Differentiate between arc welding consumables, Prepare material for arc welding, Tack and arc weld work pieces applicable the trade using manual metal arc welding techniques.  Identify and set-up oxygen-fuel gas equipment including light-up, adjustment of gas pressure and shut-down procedure, Differentiate between brazing and gas-welding consumables,



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		Differentiate between brazing and gas welding, Prepare material for brazing and gas welding, Braze and gas-weld workpiece applicable to the trade, Identify and assemble gas-cutting and heating equipment, including light-up and shut-down procedures, Select nozzles and gas pressures for cutting and heating different materials of various thicknesses, Hand cut and heat materials applicable to the trade.
27.	Basic lifting techniques	Recall overhead crane signals, Demonstrate overhead crane signals, Use the following equipment: chain block 2 ton max, Cuffing block 2 ton max, Shackles 2 ton max, chain slings 2,5 ton max and wire rope slings.

## **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**

<b>Basics</b>		
<b>Main Component / task</b>	<b>Total Hours</b>	<b>Sign &amp; Stamp</b>
Measuring Instruments		
Hand Tools		
Hardware		
Power Tools		
Materials		
Soldering		
Basic Electricity		
Basic Electronics		
Basic Digitals		
Drawings		
Locking Devices		
Mechanical Devices Band Saw		
Mechanical Devices Couplings		
Mechanical Devices Pumps		
Mechanical Devices Hydraulics		
Mechanical Devices Pneumatics		
Mechanical Devices Lubricants		
Mechanical Devices Bearings		

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Conductors, Insulators and Cables		
Transformers		
DC Generators and motors		
AC Motors		
Schematic Diagrams		
PLC Programming		
Welding		
Basic lifting techniques		
<b>COMBINED TOTAL OF BASIC TRAINING HOURS</b>		

.....  
**APPRENTICE**

.....  
**TRAINING REPRESENTATIVE**

## **COMPANY GUIDE OF TRADE RELATED EXPERIENCE** **CONTENT FOR A MACHINE TOOL MILLWRIGHT**

<b>No</b>	<b>Description</b>	<b>Content Guide</b>
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, etc.
4.	Electrical	Identification of components/machines/equipment, Inspection, Fault tracing, Installations, Wiring and cabling, Diagrams, Motors, Switch gear, Protective devices, transformers.
5.	Electronics	Inspection, modifications, system testing, Fault tracing, installation/removal/repair of Printed Circuit boards, Logics, PLC, CNC, Syncro's and Servo's.
6.	Mechanical	Inspection, Installations, system testing, Fault tracing, Hydraulics, Pneumatics, Ball screw technology, Mechanical Drives, Diagrams.
7.	Trade Related Other	
8.	Trade Related Basic Training	

**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**

<b>Electrical</b>		
<b>Main Component / task</b>	<b>Total Hours</b>	<b>Sign &amp; Stamp</b>
Identifications of components/machines/equipment		
Inspection		
Fault Tracing		
Installations		
Wiring and cabling		
Diagrams		
Motors		
Switch gear		
Protective devices		
Transformers		
<b>Electronic</b>		
<b>Main Component / task</b>	<b>Total Hours</b>	<b>Sign &amp; Stamp</b>
Inspection		
Modification		
System Testing		
Fault Tracing		
Installation/Removal/repair of printed circuit boards		
Logics, PLC, and CNC		
Synchro's and Servo's		

**Cont. Mill...**

<b>Mechanicals</b>		
<b>Main Component / task</b>	<b>Total Hours</b>	<b>Sign &amp; Stamp</b>
Inspection		
Installations		
System testing		
Fault Tracing		
Hydraulics		
Pneumatics		
Balls screw technology		
Mechanical Drives		
Diagrams		
<b>Trade Related Other</b>		
<b>Trade Related Basic Training</b>		
<b>COMBINED TOTAL OF WORK EXPERIENCE HOURS</b>		

.....  
**APPRENTICE**

.....  
**TRAINING REPRESENTATIVE**

# Electrical

*Uncontrolled Document*

Category : Electrical

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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**Total Hours**

Trainee: ..... Supervisor: .....



*Uncontrolled Document*

Category : Electrical

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

<b>Name of Trainee:</b>		<b>Identity №:</b>	
<b>Employer Name:</b>		<b>Training Year:</b>	

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 : Electrical 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
		Rep/s		
		Hours		
		Date		
		Rep/s		
		Hours		
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**Total Hours**

Trainee: ..... Supervisor: .....

*Uncontrolled Document*

Category : Electrical 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
		Rep/s							
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**Total Hours**

Trainee: ..... Supervisor: .....

*Uncontrolled Document*

Category : Electrical Main Task / Component: Fault Tracing

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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		Date							
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**Total Hours**

Trainee: ..... Supervisor: .....

*Uncontrolled Document*

Category : Electrical Main Task / Component: Fault Tracing

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 : Electrical Main Task / Component: Installation

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 : Electrical Main Task / Component: Installation

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 : Electrical Main Task / Component: Wiring and cabling

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 : Electrical Main Task / Component: Wiring and cabling

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 : Electrical Main Task / Component: Diagrams

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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		Rep/s		
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**Total Hours**

Trainee: ..... Supervisor: .....

*Uncontrolled Document*

Category : Electrical Main Task / Component: Diagrams

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 : Electrical Main Task / Component: Motors

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 : Electrical Main Task / Component: Motors

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 : Electrical Main Task / Component: Switch gear.

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 : Electrical Main Task / Component: : Switch gear

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 : Electrical      Main Task / Component: Protective Devices

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 : Electrical      Main Task / Component: Protective Devices

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 : Electrical Main Task / Component: Transformers

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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		Rep/s		
		Hours		
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**Total Hours**

Trainee: ..... Supervisor: .....

*Uncontrolled Document*

Category : Electrical Main Task / Component: Transformers

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

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

Trainee: ..... Supervisor: .....

# Electronic

*Uncontrolled Document*

Category : Electronic 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
		Rep/s							
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**Total Hours**

Trainee: ..... Supervisor: .....

*Uncontrolled Document*

Category : Electronic 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
		Rep/s		
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		Rep/s		
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**Total Hours**

Trainee: ..... Supervisor: .....

*Uncontrolled Document*

Category : Electronic Main Task / Component: Modification

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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		Rep/s		
		Hours		
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**Total Hours**

Trainee: ..... Supervisor: .....

*Uncontrolled Document*

Category : Electronic Main Task / Component: Modification

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 : Electronic Main Task / Component: System Testing

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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		Rep/s		
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**Total Hours**

Trainee: ..... Supervisor: .....

*Uncontrolled Document*

Category : Electronic Main Task / Component: System Testing

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 : Electronic Main Task / Component: Fault tracing

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		
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		Date		

**Total Hours**

Trainee: ..... Supervisor: .....

*Uncontrolled Document*

Category : Electronic Main Task / Component: Fault tracing

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: .....

*Uncontrolled Document*

Category : Electronic

Main Task / Component: Install/Remove/Repair of PC Boards

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 : Electronic

Main Task / Component: Install/Remove/Repair of PC Boards

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 : Electronic

Main Task / Component: Logics, PLC, and CNC

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 : Electronic

Main Task / Component: Logics, PLC, and CNC

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 : Electronic

Main Task / Component: Synchro and Servo

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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Trainee: ..... Supervisor: .....

*Uncontrolled Document*

Category : Electronic

Main Task / Component: Synchro and Servo

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**

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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
		Rep/s		
		Hours		
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**Total Hours**

Trainee: ..... Supervisor: .....

*Uncontrolled Document*

Category : Mechanical Main Task / Component: Installation

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 : Mechanical Main Task / Component: Installation

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 : Mechanical Main Task / Component: System Testing

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: .....



*Uncontrolled Document*

Category : Mechanical Main Task / Component: System Testing

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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<b>Total Hours</b>				

Trainee: ..... Supervisor: .....

*Uncontrolled Document*

Category : Mechanical Main Task / Component: Fault Tracing

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 : Mechanical Main Task / Component: Fault Tracing

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: Hydraulics

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 : Mechanical Main Task / Component: Hydraulics

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 : Mechanical Main Task / Component: Pneumatics

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 :           Mechanical           Main Task / Component:           Pneumatics          

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 : Mechanical Main Task / Component: Ball screw technology

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 : Mechanical Main Task / Component: Ball screw technology

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 : Mechanical Main Task / Component: Mechanical Drives

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 : Mechanical Main Task / Component: Mechanical Drives

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: 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							
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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
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		Date		
		Rep/s		
		Hours		
		Date		

**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		
		Hours		
		Date		
		Rep/s		
		Hours		
		Date		
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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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		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: .....

*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: .....

# **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	Rep/s	Hours	Date	Total hours	Sign & Stamp
		Rep/s					
		Hours					
		Date					
		Rep/s					
		Hours					
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		Hours					
		Date					

**Total Hours**

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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: .....

*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: .....