



**APPRENTICE ON THE JOB EVALUATION/REPORT CARD**

**WASHINGTON, D.C. JOINT STEAMFITTING APPRENTICESHIP COMMITTEE**

8509 ARDWICK ARDMORE RD LANDOVER, MD 20785

Phone : 301-341-1555 FAX : 301-386-3271 EMAIL : [REPORTCARD@602TRAINING.ORG](mailto:REPORTCARD@602TRAINING.ORG)

Apprentice's Name \_\_\_\_\_ Year of Apprenticeship \_\_\_\_\_

Company Name \_\_\_\_\_ Month of Evaluation \_\_\_\_\_

Foreman/Service Manager Name & Phone # \_\_\_\_\_

**Good Fair Poor**

Attitude \_\_\_\_\_

Attendance \_\_\_\_\_

Ability to Work with People \_\_\_\_\_

Mechanical Aptitude \_\_\_\_\_

Learning Ability \_\_\_\_\_

**Construction**

**Good Fair Poor**

Weld & Screw Piping \_\_\_\_\_

Copper Piping \_\_\_\_\_

Rigging \_\_\_\_\_

Specialty Piping \_\_\_\_\_

Safety Knowledge \_\_\_\_\_

Mechanical Joint \_\_\_\_\_

Blueprint Reading \_\_\_\_\_

Welding \_\_\_\_\_

Brazing \_\_\_\_\_

Soldering \_\_\_\_\_

Hangers \_\_\_\_\_

Tool Knowledge \_\_\_\_\_

**Service**

**Good Fair Poor**

Electrical Knowledge \_\_\_\_\_

Refrigeration Knowledge \_\_\_\_\_

Meter Testing Knowledge \_\_\_\_\_

Refrigerant Gage Knowledge \_\_\_\_\_

Vacuum Pump Knowledge \_\_\_\_\_

Refrigerant Recovery \_\_\_\_\_

Electrical Troubleshooting \_\_\_\_\_

Mechanical Troubleshooting \_\_\_\_\_

Systems Knowledge \_\_\_\_\_

Controls Knowledge \_\_\_\_\_

Ticket Writing Skills \_\_\_\_\_

Soft Skills (Customer) \_\_\_\_\_

**TURN OVER!**

**Work Hours Report:**

Pay period	Hours available	Hours worked

Foreman/Service Manager Comments \_\_\_\_\_

\_\_\_\_\_

This Apprentice should be further evaluated by the Training Director:      Yes              No

This Apprentice should see the Committee:                              Yes              No

Foreman/Service Manager Signature \_\_\_\_\_

**PLEASE FILL OUT THE SECTION BELOW IF YOU ARE UNEMPLOYED  
FOR ANY REASON!**

Apprentice Name \_\_\_\_\_ Year of Apprenticeship \_\_\_\_\_

Last Employer \_\_\_\_\_ Last Date Worked \_\_\_\_\_

Apprentice Phone Number \_\_\_\_\_ Date \_\_\_\_\_

Month(s) Unemployed (*Please circle all months of unemployment*):

- |         |          |           |
|---------|----------|-----------|
| January | February | March     |
| April   | May      | June      |
| July    | August   | September |
| October | November | December  |

Reason for Unemployment/Comments \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Apprentice Signature \_\_\_\_\_

Please return to the Apprentice School.  
The previous months' report card is due by the 7<sup>th</sup> of the month, every month, year round.