Attention: All Local 398 Apprentices

The following is information on the “Apprentice Record Sheets”. You, as a 398 apprentice, are required to do the following each month:

1. Fill out ONE sheet, EVERY MONTH, as accurately as possible;
2. Have your foreman sign it and you sign it;
3. Make sure your name is legible
4. Make a copy for yourself, and
5. Mail, email, fax, or deliver it in person to the Union Hall, Attention John Sherman.

Make sure you include, the month, the year of your trade (Plumber or Fitter), your signature, your foreman’s signature, and the number of hours you worked at each work process in the corresponding date box. One example is also included.

This is a state requirement and failure to complete these forms, obtain the proper signatures and submit them to me each month will cause you to miss your next advancement and your next raise in pay.

If you have any questions, call me at the Hall.

Fraternally yours,

John Sherman
JATC Secretary/Business Agent
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**List of Work Processes**

- Install fire, soap, vacuum, chemical systems: 200 hours.
- Maintenance & repair of plumbing: 320 hours.
- Install gas appliances, water or dry hea.
- Use & care of tools, soldering & brazing: 300 hours.
- Install heating systems, equipment & access: 270 hours.
- Install water, vents, gas & water: 250 hours.
- Test line, sewer, waste, vents, gas & water: 200 hours.
- Install gas piping, fuel: 320 hours.
- Install lighting fixtures, bath tubs & showers: 200 hours.
- Strip piping & outlet piping: 160 hours.
- Install gas piping & vent piping: 160 hours.
- Install oil, waste & vent piping: 160 hours.
- Design & layout of piping: 450 hours.

**Comment by On-job Supervisor**

- Signature of Apprentice
- Signature of On-job Supervisor

**Print Name:** D. F. Plumbr

**Training Period:**

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**On-job Training Program**

- Item
- Training Period No.