

Substation Construction Electrician Training History



Name: _____

Apprentice Position Date: _____

Important: *OJT sign-off by the supervisor indicates the apprentice is qualified to perform the task without supervision.*

Apprentice Courses				Apprenticeship Step and Allocated Time				
Course Title and Course Code	Trainer Sign-Off	Apprentice Sign-Off	Date	Step 1	Step 2	Step 3	Step 4	Step 5
Tower Climbing ELEC-0201				16 hours				
Electrician Math PSOS-0072				16 hours				
Electricity and Electronics PSOS-0064				120 hours				
Introduction to Schematics PSOS-0080					40 hours			
Power Circuit Breakers PSOS-0066					40 hours			
Protective Grounding PSOS-5000					16 hours			
Power Transformers PSOS-0065						40 hours		
Load Tap Changer Overview PSOS-0082							16 hours	

On-the-Job (OJT) Training and Sign-off				Apprenticeship Step and Allocated Time				
1. Tools and Ladders. The Apprentice is qualified to use:	Apprentice Sign-Off	Supervisor Sign-Off	Date	Step 1	Step 2	Step 3	Step 4	Step 5
1.1 Hand Tools	_____	_____	_____	40 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>				
1.2 Power Tools	_____	_____	_____					
1.3 Manual and Hydraulic Knock Out Sets	_____	_____	_____					
1.4 Cable and Tubing Compression Fittings	_____	_____	_____					
1.5 Step Ladders	_____	_____	_____					
1.6 Extension Ladders	_____	_____	_____					
2. Hardware. The Apprentice is qualified to:	Apprentice Sign-Off	Supervisor Sign-Off	Date	Step 1	Step 2	Step 3	Step 4	Step 5
2.1 Select Proper Bolts, Nuts, & Washers	_____	_____	_____	40 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>				
2.2 Torque Bolts & Nuts	_____	_____	_____					
2.3 Perform Surface Preparation	_____	_____	_____					
3. Excavation and Backfilling. The Apprentice is qualified to:	Apprentice Sign-Off	Supervisor Sign-Off	Date	Step 1	Step 2	Step 3	Step 4	Step 5
3.1 Hand Excavate a Trench for Conduits and/or Grounds	_____	_____	_____	40 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>				
3.2 Backfill a Trench Utilizing Proper Compaction Technique	_____	_____	_____					

On-the-Job (OJT) Training and Sign-off				Apprenticeship Step and Allocated Time				
4. Rigging. The Apprentice is qualified to:	Apprentice Sign-Off	Supervisor Sign-Off	Date	Step 1	Step 2	Step 3	Step 4	Step 5
4.1 Tie Six Basic Knots 4.2 Use Slings and Shackles 4.3 Perform Mobile Crane Hand Signals 4.4 Rig Loads 4.5 Operate Tag Lines	_____ _____ _____ _____	_____ _____ _____ _____	_____ _____ _____ _____		40 □□□□□□□□ □□□□□□□□ □□□□□□□□ □□□□□□□□ □□□□□□□□			
5. Steel Structures. The Apprentice is qualified to:	Apprentice Sign-Off	Supervisor Sign-Off	Date	Step 1	Step 2	Step 3	Step 4	Step 5
5.1 Install, Plumb and Level Steel Structures 5.2 Grout Steel Structures	_____ _____	_____ _____	_____ _____		80 □□□□□□□□□□□□□□ □□□□□□□□□□□□□□ □□□□□□□□□□□□□□ □□□□□□□□□□□□□□			
6. Drawings, Schedules, and Bill of Materials The apprentice is qualified to use:	Apprentice Sign-Off	Supervisor Sign-Off	Date	Step 1	Step 2	Step 3	Step 4	Step 5
6.1 Indoor and Outdoor Arrangement Drawings 6.2 Circuit Schedules 6.3 Conduit Schedules 6.4 Bill of Materials	_____ _____ _____	_____ _____ _____	_____ _____ _____		60 □□□□□□□□□□ □□□□□□□□□□ □□□□□□□□□□ □□□□□□□□□□ □□□□□□□□□□			
6.5 Single Line Diagrams	_____	_____	_____		40 □□□□□□□□□□□□□□ □□□□□□□□□□□□□□			

On-the-Job (OJT) Training and Sign-off				Apprenticeship Step and Allocated Time				
9. Control Wiring, <i>Continued.</i> The Apprentice is qualified to perform:	Apprentice Sign-Off	Supervisor Sign-Off	Date	Step 1	Step 2	Step 3	Step 4	Step 5
9.2 Outdoor Wire Installation	_____	_____	_____	<p style="text-align: center;">200</p>				
9.3 Indoor Wire Installation Energized Panels	_____	_____	_____	<p style="text-align: center;">480</p>				
9.4 Indoor Wire Installation De-Energized Panels	_____	_____	_____					
9.5 As Built Drawings	_____	_____	_____		<p style="text-align: center;">80</p>			

On-the-Job (OJT) Training and Sign-off				Apprenticeship Step and Allocated Time				
12. Circuit Switchers. The Apprentice is qualified to:	Apprentice Sign-Off	Supervisor Sign-Off	Date	Step 1	Step 2	Step 3	Step 4	Step 5
12.1 Install, Take Measurements and Adjust Circuit Switcher	_____	_____	_____			60 □□□□□□□□□□□□□□□□ □□□□□□□□□□□□□□□□ □□□□□□□□□□□□□□□□		
12.2 Perform Installation Commission Testing <ul style="list-style-type: none"> • Insulation Resistance • Contact Resistance • Time Analysis 	_____	_____	_____			30 □□□□□□□□□□□□□□□□ □□□□□□□□□□□□□□□□		
13. Transformers, Regulators, Metering Pots & CCVT's. The Apprentice is qualified to:	Apprentice Sign-Off	Supervisor Sign-Off	Date	Step 1	Step 2	Step 3	Step 4	Step 5
13.1 Install Transformers, Regulators, Metering Pots & CCVT's	_____	_____	_____			30 □□□□□□□□□□□□□□□□ □□□□□□□□□□□□□□□□		
13.2 Perform Installation Commission Testing <ul style="list-style-type: none"> • Transformer Turns Ratio • Insulation Resistance 	_____	_____	_____			30 □□□□□□□□□□□□□□□□ □□□□□□□□□□□□□□□□		
14. Oil Sampling. The Apprentice is qualified to:	Apprentice Sign-Off	Supervisor Sign-Off	Date	Step 1	Step 2	Step 3	Step 4	Step 5
14.1 Take Oil Samples for Lab Analysis	_____	_____	_____			5 □□□□□		

On-the-Job (OJT) Training and Sign-off				Apprenticeship Step and Allocated Time				
20. Removal. The apprentice is qualified to:	Apprentice Sign-Off	Supervisor Sign-Off	Date	Step 1	Step 2	Step 3	Step 4	Step 5
20.1 Disassemble / Decommission Oil Circuit Breakers	_____	_____	_____		40 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
20.2 Perform Demolition / Disassembly of Structures, Lines, Switches	_____	_____	_____		80 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			

On-the-Job (OJT) Training and Sign-off			
21. Equipment Qualifications. The apprentice has had required training and is qualified to operate:	Apprentice Sign-Off	Supervisor Sign-Off	Date
21.1 Bobcat	_____	_____	_____
21.2 Aerial Lift	_____	_____	_____
21.3 Scissor Lift	_____	_____	_____
21.4 Mini Excavator	_____	_____	_____
21.5 Loader	_____	_____	_____
21.6 Forklift	_____	_____	_____
21.7 Grade All	_____	_____	_____
21.8 Boom Truck	_____	_____	_____

90 DAY APPRENTICE PERFORMANCE REVIEW

APPRENTICE NAME: _____	DATE: _____	STEP: _____
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Is the Apprentice Receiving Veteran Benefits For Training? if the Apprentice receives VA Benefits, a copy of this document is sent to Dianna Sutherland in Labor Relations - Fax 459-7233	Yes No <input type="checkbox"/> <input type="checkbox"/>
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Is the Apprentice On Track? Yes No

OJT Hours		
Hours total last report = _____	Hours total this report = _____	Hours total = _____

Tasks qualified this period			
1.		2.	
4.		5.	
7.		8.	
10.		11.	
13.		14.	
16.		17.	
19.		20.	
		21.	

Courses completed this period:		
1.		2.
		3.

Continued on next page

90 DAY APPRENTICE PERFORMANCE REVIEW, CONTINUED

General Comments: (Please Summarize Apprentice Progress)

Planned work activities for the next 3 months:

Review signatures <small>(Sign in Ink & Place in Apprentice Permanent File)</small>	
Apprentice: _____	Date: _____
Supervisor: _____	
Coordinator: _____	Date: _____