

# Substation Maintenance Electrician Training Record



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 Maintenance PSOS-0081	_____	_____	_____				40 hours	
Station Inspections ELEC-9001	_____	_____	_____				8 hours	
Electrician's Basic Switchman Training PSOS-0250	_____	_____	_____					72 hours



<b>On-the-Job (OJT) Training and Sign-off</b>	<b>Apprenticeship Step and Allocated Time</b>
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3.0 Rigging. The Apprentice is qualified to:	Apprentice Sign-Off	OJT Trainer Sign-Off	Supervisor Sign-Off	Date	Step 1	Step 2	Step 3	Step 4	Step 5
3.1 Tie Six Basic Knots	_____	_____	_____	_____	<div style="display: flex; justify-content: center; align-items: center;"> <div style="margin-right: 10px;">80</div> <div style="display: flex; flex-wrap: wrap; gap: 2px;"> <!-- 80 boxes --> </div> </div>				
3.2 Use Slings and Shackles	_____	_____	_____	_____					
3.3 Perform Mobile Crane Hand Signals	_____	_____	_____	_____					
3.4 Rig Loads	_____	_____	_____	_____					
3.5 Operate Tag Lines	_____	_____	_____	_____					

4.0 Wire Pulls. The Apprentice is qualified to:	Apprentice Sign-Off	OJT Trainer Sign-Off	Supervisor Sign-Off	Date	Step 1	Step 2	Step 3	Step 4	Step 5
4.1 Pre-plan and Execute Proper Layout and Routing Using a Circuit and Conduit Schedule	_____	_____	_____	_____	<div style="display: flex; justify-content: center; align-items: center;"> <div style="margin-right: 10px;">40</div> <div style="display: flex; flex-wrap: wrap; gap: 2px;"> <!-- 40 boxes --> </div> </div>				
4.2 Perform a Wire Pull	_____	_____	_____	_____	<div style="display: flex; justify-content: center; align-items: center;"> <div style="margin-right: 10px;">20</div> <div style="display: flex; flex-wrap: wrap; gap: 2px;"> <!-- 20 boxes --> </div> </div>				

5.0 Conduit Installation. The Apprentice is qualified to install:	Apprentice Sign-Off	OJT Trainer Sign-Off	Supervisor Sign-Off	Date	Step 1	Step 2	Step 3	Step 4	Step 5
5.1 Flex Conduit	_____	_____	_____	_____	<div style="display: flex; justify-content: center; align-items: center;"> <div style="margin-right: 10px;">10</div> <div style="display: flex; flex-wrap: wrap; gap: 2px;"> <!-- 10 boxes --> </div> </div>				



<b>On-the-Job (OJT) Training and Sign-off</b>	<b>Apprenticeship Step and Allocated Time</b>
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8.0 Air Switches The Apprentice is qualified to:	Apprentice Sign-Off	OJT Trainer Sign-Off	Supervisor Sign-Off	Date	Step 1	Step 2	Step 3	Step 4	Step 5
8.1 Install or Adjust Distribution Class Switches	_____	_____	_____	_____			40		
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8.2 Install or Adjust Transmission Class Switches	_____	_____	_____	_____			30		
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9.0 Power Circuit Breakers The apprentice is qualified to perform:	Apprentice Sign-Off	OJT Trainer Sign-Off	Supervisor Sign-Off	Date	Step 1	Step 2	Step 3	Step 4	Step 5
9.1 Installation of Circuit Breaker Transmission & Distribution	_____	_____	_____	_____			20		
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9.2 Circuit Breaker Testing									
9.2.1 Insulation Resistance Transmission & Distribution	_____	_____	_____	_____			150		
9.2.2 Contact Resistance Transmission & Distribution	_____	_____	_____	_____			□□□□□□□□□□□□□□□□ □□□□□□□□□□□□□□□□ □□□□□□□□□□□□□□□□ □□□□□□□□□□□□□□□□ □□□□□□□□□□□□□□□□ □□□□□□□□□□□□□□□□ □□□□□□□□□□□□□□□□ □□□□□□□□□□□□□□□□ □□□□□□□□□□□□□□□□		
9.2.3 Mechanism Measurements Transmission & Distribution	_____	_____	_____	_____					
9.2.4 Vacuum Bottle Hipot Testing Distribution	_____	_____	_____	_____					
9.2.5 Time Analysis Test Transmission Breaker	_____	_____	_____	_____					
9.2.6 Time Analysis Test Distribution Breaker	_____	_____	_____	_____					
9.2.7 SF6 Gas Sampling	_____	_____	_____	_____					

On-the-Job (OJT) Training and Sign-off					Apprenticeship Step and Allocated Time				
<b>9.0 Power Circuit Breakers,</b> <i>continued</i> <b>The apprentice is qualified to perform:</b>	<b>Apprentice Sign-Off</b>	<b>OJT Trainer Sign-Off</b>	<b>Supervisor Sign-Off</b>	<b>Date</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>
<b>9.3 Mechanism Service</b> <b>9.3.1 Vacuum Circuit Breaker</b> <b>9.3.2 Oil Circuit Breakers</b> <b>9.3.3 SF<sub>6</sub> Circuit Breakers</b>	_____	_____	_____	_____		100 □□□□□□□□□□□□□□□□ □□□□□□□□□□□□□□□□ □□□□□□□□□□□□□□□□ □□□□□□□□□□□□□□□□ □□□□□□□□□□□□□□□□ □□□□□□□□□□□□□□□□ □□□□□□□□□□□□□□□□			
<b>9.4 Metalclad Switchgear and Breakers</b> <b>9.4.1 Racking In and Out Breaker</b> <b>9.4.2 Ground Buggy Operation and Procedures</b> <b>9.4.3 Mechanism Service</b>	_____	_____	_____	_____		50 □□□□□□□□□□ □□□□□□□□□□ □□□□□□□□□□ □□□□□□□□□□ □□□□□□□□□□			
<b>9.5 Circuit Breaker Overhauls</b>	_____	_____	_____	_____		40 □□□□□□□□□□□□□□□□ □□□□□□□□□□□□□□□□ □□□□□□□□□□□□□□□□			
<b>9.6 Troubleshooting</b>	_____	_____	_____	_____		30 □□□□□□□□□□□□□□□□ □□□□□□□□□□□□□□□□			
<b>10.0 Circuit Switchers</b> <b>The Apprentice is qualified to:</b>	<b>Apprentice Sign-Off</b>	<b>OJT Trainer Sign-Off</b>	<b>Supervisor Sign-Off</b>	<b>Date</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>
<b>10.1 Make Measurements and Adjust Circuit Switcher</b>	_____	_____	_____	_____		30 □□□□□□□□□□□□□□□□ □□□□□□□□□□□□□□□□			
<b>10.2 Circuit Switchers Testing</b> <b>10.2.1 Insulation Resistance</b> <b>10.2.2 Contact Resistance</b> <b>10.2.3 Time Analysis</b>	_____	_____	_____	_____		20 □□□□□□□□□□ □□□□□□□□□□			









**90 DAY APPRENTICE PERFORMANCE REVIEW**

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

OJT Hours		
<b>Hours total last report =</b> _____	<b>Hours total this report =</b> _____	<b>Hours total =</b> _____

Tasks qualified this period					
1.		2.		3.	
4.		5.		6.	
7.		8.		9.	
10.		11.		12.	
13.		14.		15.	
16.		17.		18.	
19.		20.		21.	

Courses completed this period:		
1.		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 &amp; Place in Apprentice Permanent File)</small>	
Apprentice: _____	Date: _____
Supervisor: _____	
Coordinator: _____	Date: _____