

# WEEKLY PROGRESS REPORT

Trainee Name: Taylor Trainee		Contractor: Best in The Biz Construction Corp.	
Project Name and Number: PROJECT IN VERMONT STP 12345			
Type of training/classification: BCT	# of Training Hours: 520	Training Start Date: 5/11/2020	
Week Ending Date: 6/4/2020			

For each training subject covered this week, rate the trainee on their safety, productivity, quality and understanding by using a 5-point scale (N = Needs Improvement, AS = Almost Satisfactory, S=Satisfactory, G=Good and E=Excellent). Include the total number of training hours in each subject for the week and accumulated to date.

TRAINING SUBJECT	SAFETY	PRODUCTIVITY	QUALITY	UNDERSTANDING	TOTAL HRS PER SUBJECT THIS WEEK	TOTAL HRS ACCUMULATED TO DATE
FAMILIARIZATION (30 HOURS)					0	30
FORM BUILDING & ERECTION (200 HOURS)	G	G	AS	AS	20	60
STRUCTURAL CONCRETE (100 HOURS)					0	0
TRAFFIC CONTROL (40 HOURS)	E	E	G	G	10	40
STRIPPING/SALVAGE (40 HOURS)	S	G	S	G	5	35
STRUCTURAL STEEL (90 HOURS)	S	AS	N	AS	18	18
CLEAN-UP (20 HOURS)					0	0
<b>THIS WEEK'S TOTAL HOURS →</b>					<b>53</b>	
<b>GRAND TOTAL TO DATE → →</b>						<b>183</b>

How was the trainee's attendance this week?	Good <input checked="" type="checkbox"/>	Satisfactory <input type="checkbox"/>	Poor <input type="checkbox"/>
How was the trainee's attitude this week?	Good <input type="checkbox"/>	Satisfactory <input checked="" type="checkbox"/>	Poor <input type="checkbox"/>

Comments about this week's activities: Taylor started some structural steel work this week and is following direction well. Taylor also completed the traffic control training and has shown much improvement in this area. We can always rely on Taylor to be on time for work.

Trainee Status: (check one)	<input checked="" type="checkbox"/> On Board	<input type="checkbox"/> Disciplined	<input type="checkbox"/> Dismissed	<input type="checkbox"/> Quit	<input type="checkbox"/> Laid Off	<input type="checkbox"/> Completed Training
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Supervisor Signature: <i>Taylor Trainee</i>	Date: 6/4/2020
Trainee Signature: <i>Contractor Supervisor</i>	Date: 6/4/2020