

Instructions for completing the monthly OJT training hours log

This form lists the schedule of major work processes for the sprinkler fitting program. Apprentices shall be trained in accordance with, but not limited to, the schedule listed below. The training does not have to be in the order listed, nor do the hours have to be continuous. The term “total hours required” on the table below refers to the number of hours each apprentice is required to earn in that work process before he or she will be considered to have completed the GFSA Apprenticeship Program.

Major Work Processes	Total Hours Required
Plan Reading and Interpretation	750
Care of Tools, Materials and Equipment	800
Preparation of Tools, Materials and Equipment	650
Pipe Cutting, Threading, Reaming & Welding	1250
Installation of Underground Piping & Accessories	650
Wet Pipe Systems	1600
Dry Pipe Systems	500
Standpipe Systems	500
Special Hazard Installation	350
Installation of Fire Pumps & Accessories	350
Maintenance & Repair	600
TOTAL	8000

Each apprentice is to make sure that this form accurately reflects his or her hours worked for the month indicated on the form. The form must be signed by both the apprentice and his or her supervisor. Please print and write legibly. If we cannot read the information submitted, the form will be returned. This form is due to the GFSA by the **10th of each month.**