

LOG BOOK

On-the-job Training

Reporting period: dd/mm to dd/mm/yy

Name of Trainee:

Company name:

Name of Instructor:

Name of CVT Course:

TEMPLATE

Name of Trainee

CVT Course

Reporting Period

Personal Data:

First Name:	
Family Name:	
Gender:	
Date of Birth: (day/month/year)	
Address and Phone Number:	
Address of Parents or legal Guardian:	
CVT Course:	
Training Institute (Address, Tel. and name of Institute Coordinator) :	
Company (Address, Tel. and name of Enterprise Coordinator):	
Training Period: (from-to) dd/mm-dd/mm	

Name of Trainee

CVT Course

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Daily Activity List

Date: dd/mm to dd/mm/yy

DAY	ACTIVITY	HOURS
Monday	<ul style="list-style-type: none">✓ Prepared work place✓ Cleaned motor parts and provided spare parts✓ Assisted in replacing air and fuel filter✓ Cleaned workshop, work place and tools	<ul style="list-style-type: none">1/23221/2
Tuesday	✓ ...	
Wednesday	✓ ...	
Thursday	✓ ...	

TEMPLATE

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Name of Trainee	CVT Course	Reporting Period
Friday	✓ Assembled fuel pump ✓ Cleaned work place and machines	6 2
Saturday		
Sunday		

Insert a flow chart, drawing / sketch or work sequence from a particular task you have performed during the week.

Example: Inspection and repair of fuel system in a diesel engine from a Suzuki car.

- ✓ Checked the fuel system according to checklist. Found that the fuel pump was not working properly.
- ✓ Discussed with Instructor what to do. He advised me to inquire information from the Operational Manual
- ✓ Cleaned all relevant parts
- ✓ Prepared to disassemble the fuel pump
- ✓ Collected relevant tools
- ✓ Consulted the supervisor
- ✓ Got instruction how to take out the fuel pump.
- ✓ Took out the fuel pump
- ✓ Checked the pressure and capacity cleaned all parts
- ✓ Replaced the fuel pump and checking pressure and capacity
- ✓ Replaced air and fuel filter
- ✓ Checked the final work

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Check by Instructor

Insert drawing/ sketch if useful:

Date, Signature (Trainee):

Date, Signature, Enterprise Coordinator:

Date, Signature, CVT Manager:

TEMPLATE