TRAINING DAILY DIARY

On-the-Job Training (OJT) Record

Week Commencing
____ / ____ / ____
(DD/MM/YY)

Name		ID		Intake		Branch	

Trainee must: (1) Submit the completed diary to the Training Manager within 2 days after the end of the week. (2) Submit a copy of the completed diary to the Evaluator during the Monthly Evaluation.

Day / Date	Work Order	Model	Brief Job Description	SMCS Code	Media No.	Tooling Part No.	Mentor's Name	Evaluator Comment, Name, Signature & Date
	Customer	Serial No. / Part No. (if component only)	Comments	Performance Spec. No. (if engine)	Media Type (e.g. Ass. & Dis. Ass., Parts Book)	Diagnostic Tooling Name	Assessment Rating **	
	Segment	SMU (Hours)	What LEARNING experience was gained from the job?				Mentor's Signature	
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								

** Supervisor's Assessment	1 = Needs further training	2 = Capable under close supervision	3 = Limited ability to work unsupervised	4 = Fully competent

The trainee MUST take responsibility for his training progress on the job. If in doubt, please ask your supervisor.
Purpose of the Daily Training Diary: the trainee takes ownership of his OJT training; it establishes the practice of writing complete, concise reports with high technical content using Caterpillar nomenclature (e.g. SMCS codes, media numbers); and it ensures all available time is used for OJT.