|  |  |  |  |
| --- | --- | --- | --- |
| **Weekly report sheet** – Week No:…….. | | | |
|  |  |  |

***This weekly report sheet is to be filled every day by the trainee, It is a tool for the trainee to keep track on the work performed and the tools used.***

***It is a supporting tool for the trainer during the IAP final interview, to check the work performed and the tools used.***

Date: From \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Brief description of activities performed** | **Materials, Tools, machinery, equipment and process** | **No. of hours per day** |
| Monday |  |  |  |
|  |  |
|  |  |
| Tuesday |  |  |  |
|  |  |
|  |  |
| Wednesday |  |  |  |
|  |  |
|  |  |
| Thursday |  |  |  |
|  |  |
|  |  |
| Friday |  |  |  |
|  |  |
|  |  |
|  |  |
| **Total hours** | | |  |