**ON THE JOB TRAINING RECORD/LOG BOOK**

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| --- | --- |
| Trainee’s Name: | Position: |
| Trainer’s Name: | Trainer’s Title: |
| Department: |
| **Session** | **Main Tasks** | **Training****Date** | **Training Time** | **Cumulative Hours** | **PR\*** | **Initials** |
| **Trainee** | **Trainer** |
| 1 |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |
| Prepared by: | Approved by: |
| Signature: | Date: |
| \*Performance Rating (PR): **A** – Very Good, **B** – Good, **C** – Satisfactory, **D** - Inadequate |