

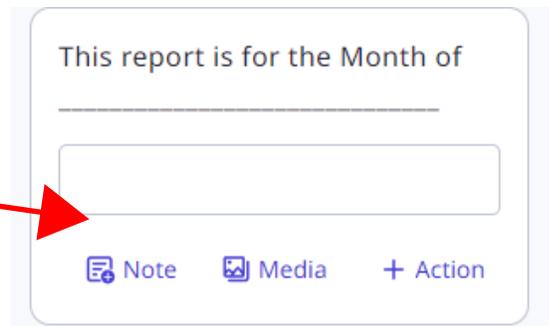
Step 1: Open the Safety Culture App.

Step 2: Tap Inspections and search for "OJT"

Step 3: Tap Start Inspection



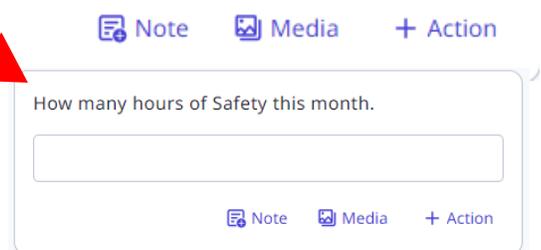
Step 4: Go to Page 2 and from the drop down bar pick which Month this OJT will be for.



Step 5: From the drop down bar pick which year this is for.

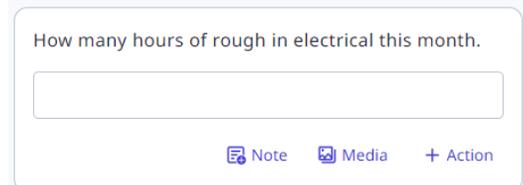
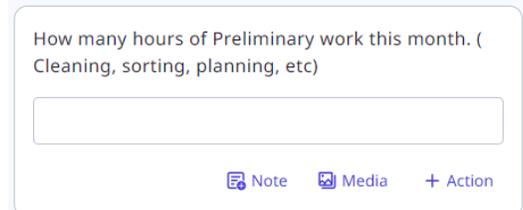


Step 6: Fill in the amount of hours you worked this Month. 40 hrs a week x 4 Weeks = 160 Hrs/Mo.



Step 7: Sign your name
Step 8: Complete the Report and Export.

Step 9: Email this report to jennsmith@elightelectric.com



This form must be completed by the apprentice and emailed to jennsmith@elightelectric.com by the 10th of the following month it is due. For example, Aprils OJT must be emailed by May 10th.