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

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 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 | | | | | | | |