Skilled and Trained Workforce Sample Report Form

For use by an owner or operator of a petroleum refinery when contracting for work covered by Minn. Stat. 181.987 and contractors or subcontractors performing covered work at the site of the petroleum refinery.

Petroleum refinery owner or operator information

Name of petroleum refinery: _____

Name of owner or operator: _____

Facility location: _____

Contractor information

Name of contractor or subcontractor: _____

Scope of work (e.g., construction, alteration, demolition, installation, repair, maintenance or hazardous material handling): _____

Timeframe of work performance (e.g., start and end dates): _____

Skilled and trained workforce information

Applicable trade/occupation (eg: pipefitter): Name of Employee	(1) Currently registered as an apprentice	(2) Graduated from a registered apprenticeship program	(3) Completed all related instruction and on-the-job learning needed to graduate from the registered apprenticeship program	4) Has at least five years' experience working in the applicable trade and is currently participating in journeyworker upgrade training or completed training to become a qualified journeyworker	For criteria (1)-(4), list the apprentice number if the employee is an active apprentice and identify the name and location of the registered apprenticeship program, related instruction/on-the-job learning program or journeyworker upgrade training program provider	(5) Does not meet any criteria
Ex. John Smith		x			Minneapolis Pipefitters JAC	

Total number of employees in applicable trade/occupation who meet criteria (1)-(4) (ex. 10): _____

Divided by

Total number of employees in applicable trade/occupation performing onsite work (ex. 20): _____

Contractor's workforce percentage in applicable trade/occupation (ex 50%): _____

I am signing this as an owner or authorized officer and declare that the foregoing is true and correct to the best of my knowledge.

Contractor signature

Date: _____   Name: _____

                                 Title: _____

                                 Signature: _____

Petroleum refinery owner/operator signature

Date: _____   Name: _____

                                 Title: _____

                                 Signature: _____