



**S.R. & S.C. SCHEYER**

**A.B.N. - 80712611497**

# **TRAINING LOGBOOK**

# CONTENTS

## PAGE

Who is this Logbook for?	2
Requirements for Trainee	2
How to maintain this Logbook	3
Other training	3
Applying for Assessment	3
Examples	6
<b>Sections of Logbook to be completed by Trainee:</b>	
Trainee/Employer/Supervisor details	7
Daily training entries	8–17
Competency units	18
National Certificate Codes	19
Guidelines	20

# WHO IS THIS LOGBOOK FOR?

A person in training for the operation of industrial equipment must be at least 17 years of age. If you operate or use industrial equipment including scaffolding, rigging and dogging, cranes and hoists, boiler and pressure equipment, and some types of loadshifting equipment, you must either:

- hold a certificate for that type of equipment/operation, or
- be a trainee for that type of equipment /operation.

All of the equipment classes that require a certificate of competency in NSW are listed on p19.

## REQUIREMENTS FOR TRAINEES

Trainees must:

- be supervised by a person holding a certificate for that type of equipment/operation, or a suitably qualified person nominated by your employer
- follow the directions of employers and supervisors about your training
- keep a written record that includes –
  - ✓ your name and address
  - ✓ name and address of each employer
  - ✓ a description of the competency units performed
  - ✓ the date you performed this work
  - ✓ the type of equipment you operated or used
  - ✓ your supervisor's name and certificate number
  - ✓ your supervisor's signature for each day you do the work.

This logbook is your record of training.

## **HOW TO MAINTAIN THIS LOGBOOK**

Make an entry in the logbook every day you perform work as a trainee. This is evidence of the training you have received and the competencies you have achieved. You will need to produce this logbook (or other written training record) to a certificate assessor when you are applying to be assessed for a certificate of competency. Keep it in a folder or a plastic sleeve. The logbook may be used at some time in the future as evidence of training received and competencies achieved.

Enter Trainee/Employers/Supervisors details in the spaces below. List all employers and supervisors.

Enter the details of daily training. Be sure to enter:

- ✓ the date
- ✓ a brief description of the type of work and steps taken
- ✓ the type of equipment you operated or used
- ✓ the name of your supervisor.

Make sure that your supervisor has signed the record of your work.

## **OTHER TRAINING**

You should also include records of training received at courses you have attended which are relevant to the use of plant or equipment for which you are seeking a certificate. Prior learning and experience which may support your application should be attached to this documentation.

## **APPLYING FOR ASSESSMENT**

You must be 18 years of age to apply for assessment, and you must be able to use the English language at a level appropriate for the safe use and operation of the class of equipment. When you consider that you have reached an appropriate level of competency you need to arrange to be assessed by a

certificate assessor. You will need to pay a fee and provide the assessor with a completed application form and your record of training.

The assessor has the right to make enquiries about the authenticity and suitability of the documents presented with the application. The assessor will decide whether or not your level of competency satisfies the requirements for the award of a certificate for the type of operation or equipment you are seeking.

### **YOU MUST BE AWARE THAT:**

- The assessment process for your Certificate of Competency is prescribed by WorkSafe and is conducted by an Accredited Assessor.
- Any attempt to influence the assessor's decision is an offence under the Crimes Act 1900. Failure to comply with the Occupational Health and Safety Regulation 2001, assessment instrument or assessor guidelines by the assessor could result in cancellation of your certificate and/or a fine or prosecution.
- If you were not properly assessed and you knowingly participated in that act you could be found to be aiding and abetting the assessor which is an offence under section 27 of the Occupational Health and Safety Act 2000.
- Your Certificate of Competency could be cancelled if you were not properly assessed, even if you did not knowingly participate in the improper assessment.
- During your assessment the assessor is required to be present at all times.
- You are required to complete a knowledge assessment. Depending on the class of certificate, the knowledge assessment may be oral or written. If you give your answers orally the answers you give are to be written down by the assessor.
- Some classes such as mobile cranes, rigging or scaffolding include a compulsory written assessment that you must complete yourself.

- During the knowledge and written assessments you are not to have the answers provided to you or refer to assessment instruments or other material to assist you to answer the questions.
- You are also required to complete a practical assessment. The practical assessment is do be done in accordance with the assessment instrument.
- The assessor cannot be the person who conducted your training.
- Notices of Satisfactory Assessment are only valid for 60 days. You must apply to WorkSafe for a Certificate of Competency within that period.

### **YOU NEED TO KNOW THAT:**

WorkSafe inspectors conduct audits and investigations into assessments to ensure assessors and applicants comply with occupational health and safety legislation.

### **SO WHAT DO YOU NEED TO DO:**

- Make sure that you are aware of the assessment process by reading the assessment instrument, or discussing with your employer or contacting WorkSafe. Before signing the Notice of Satisfactory Assessment check all the details are correct including the time taken to complete the knowledge and practical assessment, the details of the plant or equipment used in the assessment.
- If any details on the Notice such as the time that the assessment took, the plant details, are not correct inform the assessor. If the Assessor refuses to change the incorrect details contact WorkSafe.

If you believe that the assessment was not conducted properly or you were issued a notice of satisfactory assessment without being assessed **contact the Audit Management Unit of WorkSafe on 02 4321 5000 as soon as possible.**

## 9 EXAMPLE - CRANE OPERATOR

Date	Competency Unit Types of Work Performed	Name of Trainer/Supervisor	Signature of Trainer/Supervisor
23/8/04	<ul style="list-style-type: none"> <li>- SET UP CRANE</li> <li>- LATTICE BOOM CRANE</li> <li>- ERECT STEELWORK FOR WAREHOUSE</li> <li>- DISMANTLE CRANE</li> </ul>	C. SYDNEY	<i>C. Sydney</i>

## EXAMPLE - SCAFFOLDER

Date	Competency Unit Types of Work Performed	Name of Trainer/Supervisor	Signature of Trainer/Supervisor
23/8/04	<ul style="list-style-type: none"> <li>- ERECT TUBE AND COUPLER INDEPENDENT</li> <li>- TUBE AND COUPLER INDENDENT SCAFFOLD</li> <li>- SCAFFOLD TO TWO-STORY WALKUP</li> </ul>	C. SYDNEY	<i>C. Sydney</i>

**TRAINEE**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Telephone number: \_\_\_\_\_ Mobile number: \_\_\_\_\_

Trainee's signature: \_\_\_\_\_

**EMPLOYERS**

Name	Address	Telephone

**SUPERVISORS**

Name	Address	Telephone
















## **COMPETENCY UNITS**

A Competency Unit is a broad component of work which is made up of two parts: “Elements of competency” and their associated “performance criteria”.

You should note that all of the competency units listed below may not be required for your class of equipment. “Pump concrete”, for example, does not relate to all cranes.

You may also need to refer to the national standard or your local WorkSafe office for more details.

### **Scaffolding, rigging and dogging**

#### **Schedule A**

- Plan and prepare work
- Erect scaffolding equipment
- Dismantle scaffolding
- Complete rigging work
- Demolish structures and/or plant
- Complete dogging work

### **Crane and hoist operation**

#### **Schedule B**

- Assess and secure equipment and work area
- Secure and transfer load
- Set up and dismantle mobile or tower cranes
- Operate elevating work platforms
- Operate hoist
- Pump concrete
- Set up and dismantle boom
- Shift load
- Shut down equipment and secure site

### **Boiler and pressure equipment operation**

#### **Schedule C**

- Start boiler
- Operate and monitor boiler
- Shut down and store boiler
- Start reciprocating steam engine

Operate and monitor reciprocating steam engine  
 Shut down reciprocating steam engine  
 Start a steam engine  
 Operate and monitor a turbine  
 Loadshifting  
 Assess and secure equipment and work area  
 Shift load  
 Shut down equipment and secure site

A more detailed description of the competency units in each schedule is contained in the National OHS Certification Standard for Users and Operators of Industrial Equipment and associated Loadshifting Guidelines.

## NATIONAL OHS CERTIFICATE CLASS CODES AND DESCRIPTIONS

### SCAFFOLDING, DOGGING, RIGGING

SB Basic scaffolding  
 SI Intermediate scaffolding  
 SA Advanced scaffolding  
 DG Dogging  
 RB Basic rigging  
 RI Intermediate rigging  
 cranes RA Advanced rigging

### LOADSHIFTING

LF Forklift trucks  
 LO Order picking forklift trucks  
 cranes LL Front-end loaders  
 LB Front-end loaders/backhoes  
 cranes LS Front-end loaders (skid steer types)

LE Excavators

LD Draglines

### PRESSURE EQUIPMENT

BB Basic boiler operation  
 BI Intermediate boiler operation  
 BA Advanced boiler operation  
 TO Turbine operation  
 ES Reciprocating steam engine  
 operation

### CRANE AND HOIST

CT Tower cranes  
 CP Portal boom cranes  
 CV Vehicle loading cranes  
 CD Derrick cranes  
 CB Bridge and gantry cranes  
 CN Non-slewing mobile  
 (greater than 3 tonnes)  
 C2 Slewing mobile cranes  
 (up to 20 tonnes)  
 C6 Slewing mobile  
 (up to 60 tonnes)  
 C1 Slewing mobile  
 (up to 100 tonnes)  
 CO Slewing mobile cranes  
 (open/over 100 tonnes)  
 HP Hoists (personnel and materials)  
 PB Concrete placing booms  
 HM Materials hoist  
 (cantilever platform)  
 WP Boom-type elevating work  
 platforms (boom length exceeds  
 11 metres)

## **WorkSafe Guides and Catalogue Numbers**

Guide to Certification

Guide for Bridge and Gantry Drivers

Catalogue No 1

Guide for Dogging

Catalogue No 2

Guide for Fork Lift Truck Drivers

Catalogue No 7

Guide for Front End Loader and Excavator Drivers

Catalogue No 3

Guide for Hoist Operators

Catalogue No 14

Guide for Rigging

Catalogue No 5

