Standards you can trust



Attach photograph of yourself here and cover with adhesive flap.

> Photo required for ID purposes.

Plant Operator Logbook

Name





PART OF **noch** GROUP

Call CPCS 0300 999 1177

Failure to complete this page may result in you not being able to renew your Competent Operator Card as CPCS will be unable to identify that this Logbook belongs to you.

Keep it Safe

Your Logbook is your proof of your experience.

You must keep this book in a safe place. NOCN Jobcards may request your completed logbook for Quality Assurance and verification purposes at any time; prior to/at the time of you submitting your renewal application.

Your CPCS card No.								
Your card expiry date			-		-			
Your signature	D	D	м	М	Y	Y	Y	Y

If found, please return this logbook to CPCS

CPCS NOCN Job Cards PO Box 1242 King's Lynn Norfolk PE30 9FQ



Contents

Section 1	Operating Record	
Section 2	Further Information	
	Supplementary PagesCPCS Contact InformationCategory and Endorsement Codes	
Section 3	Employment Record	

Need help? please contact us (details in Section 2).

About this section

How do I complete this section?

You should fill out this section to record:

- When operating dates
 - the TOTAL number of Plant operating hours (Hours)
 - the total plant operating hours to date (Total to date) (each category and endorsement to be accumulated independently)
- What the category of plant or equipment you used
 - the type of plant or equipment you used refer to the list in Section 3 for the Category and Endorsement codes
- Where location of where you operated

Record the start and end date of the work completed. Daily, weekly or monthly entries are recommended, however, if you're operating the same machine in the same location over a period of time only one entry should be made, although it is recommended that this is limited to a period of not more than three months.

Please use the dividing tabs provided to seperate the categories to make this process easier.

Who can endorse the operating record?

Each entry must be endorsed by someone who can confirm your operating experience on that machine or equipment.

They must provide THEIR full contact details.

The endorser must be in a minimum of a supervisory role.

You must not self-endorse (rare exceptions apply).

What does operating hours mean?

"Operating hours" means when you used the machine or equipment for work. This does not include downtime, for example, when driving to and from the site or meal breaks.

Endorsement Declaration

I can confirm that the user of this Logbook is experienced in the following activities for which I have endorsed their work experience.

- 1 Preparing the machine or equipment for work, as per manufacturer's requirements
- **2** Transporting/manoeuvring the machine to the workplace in a safe manner (mobile plant only)
- **3** Setting the machine/equipment for work, as per manufacturer's and industrial requirements
- **4** Operating/using the machine or equipment, as per manufacturer's and industrial requirements
- 5 Carrying out work in a safe and efficient manner
- 6 Working to given instructions, dimensions and tolerances
- 7 Conforming to legislation, requirements and company regulations
- 8 Shutting down, securing and leaving the machine or equipment in a safe situation
- **9** Maintaining appropriate company records i.e. vehicle check forms, etc.

Appointed Person/Crane Supervisor Only

- **10** Planning or supervising lifting operations in accordance with regulations and official guidance
- **11** Constructing or following risk assessments, method statements and lift plans

Note: Appointed Persons/Crane Supervisors can record the type of lifts they have planned or supervised. Alternatively, you may complete the Renewal Competence Assessment which is available to download from the website.

Section 1 Operating Record - Completed Example

Section 1 Operating Record - Completed Example

Name Andy Driver	CPCS 0 1 2 3 9 8 Card No.	5 0
Start date 0 7 7 0 3 7 1 8 End date 1 2 7 0 3 7 1 8 Hours 1 4 -<	Start date 1 5 / 0 3 / 1 8 End date 1 9 / 0 3 / 1 8 Hours 2 6 - - - - - - 1 8 Total to date: 40 - </td <td>When Operating Hours</td>	When Operating Hours
CategoryA59EndorsementA - TrackedMake & ModelJCB JS130	CategoryA59EndorsementA - TrackedMake & ModelJCB JS130	What Operating Details Operator
Site Address Plant Training Ltd Trench Lane Digger Land Site Postcode H43 2AU	Site Address Back Fill Plenty Muckery Land Hole Deep Site Postcode G23 1AB	Where Operating Location
Full Name Sam Sample Position Site Foreman Signature Sam Sample Company Name Plant Hire Ltd Company Telephone 01234 987654	Full Name Sarah Sample Position Site Manager Signature Sarah Sample Company Name Deepfill Plc Company Telephone 0845 800813	Who Operating Endorsement Employer

Note: Each box must be completed in full (the use of ditto marks is not acceptable). Failure to do so may result in that entry not being accepted if your logbook is requested for Quality Assurance & Verification purposes.

Name Andy Driver	CPCS Card No. 0 1 2 3 9 8	5 0
Start date 0 7 / 0 1 / 1 9 End date 1 2 / 0 1 / 1 9 Hours 4 0 - - - 1 9 Total to date: 4 - - - - - -	Start date 2 1 / 0 1 / 9 End date 3 1 / 0 1 / 1 9 Hours 7 6 0 1 / 1 9 Total to date 11-6 11-6 11-6 11-6 11-6 11-6	When Operating Hours
CategoryA59EndorsementB WheeledMake & ModelHitachi ZX140W	CategoryA59EndorsementB WheeledMake&ModelHitachi ZX140W	What Operating Details Operator
Site Address Plant Training Ltd Trench Lane Digger Land Site Postcode H43 2AU	Site Address Back Fill Plenty Muckery Land Hole Deep Site Postcode G23 1AB	Where Operating Location
Full Name Sam Sample Position Site Foreman Signature Sam Sample Company Name Plant Hire Ltd Company Telephone 01234 987654	Full Name Sarah Sample Position Site Manager Signature Sarah Sample Company Name Deepfill Plc Company Telephone 0845 800813	Who Operating Endorsement Employer

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Full Name	Full Name	
Position	Position	rsement
Signature	Signature	Who Operating Endorsement
Company Name	Company Name	Operat
Company Telephone	Company Telephone	

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Version May 2019

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Site Address Site Postcode	Site Address Site Postcode	Where Operating Location
Full Name Position	Full Name Position	ement
Signature Company Name	Signature Company Name	Who Operating Endorsement
Company Telephone	Company Telephone	

Name	CPCS Card No.	
Start date / End date / Hours / Total to date	Start date//End date//Hours//Total to date/	When Operating Hours
Category Endorsement Make & Model	Category Endorsement Make & Model	What Operating Details
Site Address Site Postcode	Site Address Site Postcode	Where Operating Location
Full Name	Full Name	
Position	Position	sement
Signature	Signature	Who Operating Endorsement
Company Name	Company Name	Operati
Company Telephone	Company Telephone	

Note: Each box must be completed in full (the use of ditto marks is not acceptable). Failure to do so may result in that entry not being accepted if your logbook is requested for Quality Assurance & Verification purposes.

Section 1 Operating Record

Name	CPCS Card No.	
Start date / End date / Hours / Total to date	Start dateImage: Start dateImage: Start dateImage: Start dateImage: Start dateEnd dateImage: Start dateImage: Start dateImage: Start dateHoursImage: Start dateImage: Start dateImage: Start dateTotal to dateImage: Start dateImage: Start date	When Operating Hours
Category Endorsement Make & Model	Category Endorsement Make & Model	What Operating Details
Site Address Site Postcode	Site Address Site Postcode	Where Operating Location
Full Name Position	Full Name Position	ement
Signature	Signature	Who Operating Endorsement
Company Name Company Telephone	Company Name Company Telephone	Opera

Name	CPCS Card No.	
Start date / End date / Hours / Total to date	Start date / / End date / / Hours / / Total to date /	When Operating Hours
Category Endorsement Make & Model	Category Endorsement Make & Model	What Operating Details
Site Address Site Postcode	Site Address Site Postcode	Where Operating Location
Full Name	Full Name	
Position	Position	rsement
Signature	Signature	Who ug Endor
Company Name	Company Name	Who Operating Endorsement
Company Telephone	Company Telephone	

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Section 1 Operating Record

Name	CPCS Card No.	
Start date / / / End date / / / Hours / / /	Start date//End date//Hours//Total to date/	When Operating Hours
Category Endorsement Make & Model	Category Endorsement Make & Model	What Operating Details
Site Address Site Postcode	Site Address Site Postcode	Where Operating Location
Full Name Position	Full Name Position	ement
Signature Company Name	Signature Company Name	Who Operating Endorsement
Company Telephone	Company Telephone	

Name	CPCS Card No.	
Start date / End date / Hours / Total to date	Start date / / End date / / Hours / / Total to date /	When Operating Hours
Category Endorsement Make & Model	Category Endorsement Make & Model	What Operating Details
Site Address Site Postcode	Site Address Site Postcode	Where Operating Location
Full Name	Full Name	
Position	Position	rsement
Signature	Signature	Who Jg Endo
Company Name	Company Name	Who Operating Endorsement
Company Telephone	Company Telephone	

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Section 1 Operating Record

Name	CPCS Card No.	
Start date / / / End date / / / Hours / / /	Start date//End date//Hours//Total to date/	When Operating Hours
Category Endorsement Make & Model	Category Endorsement Make & Model	What Operating Details
Site Address Site Postcode	Site Address Site Postcode	Where Operating Location
Full Name Position	Full Name Position	ement
Signature Company Name	Signature Company Name	Who Operating Endorsement
Company Telephone	Company Telephone	

About this section

The purpose of this section is to provide you with further information to support you in the completion of your logbook.

- CPCS Contact Information
- Category and Endorsement Codes

Supplementary Pages

Available online: www.nocnjobcards.org/cpcs

This source will provide you with free of charge pages to allow you to capture your Testing, or Training or Assessment records. Also, additional blank Operating Record Pages.

Should you wish to purchase a CPCS logbook, please call our CPCS Helpline.

CPCS Contact Information

CPCS

CPCS Helpline: 0300 999 1177 (option 2) CPCS Website: www.nocnjobcards.org/cpcs

These sources will be able to provide information on:

- How do I get a card?
- How do I find a CPCS Test Centre?

Mailing Address

CPCS, NOCN Job Cards, PO Box 1242, King's Lynn, Norfolk, PE30 9FQ

Health, safety and environment test

HS&E Booking number:	0344 994 4488
HS&E Website:	www.citb.co.uk/hsandetest

These sources will be able to provide information on:

- How do I prepare for the test?
- How do I book the test?

CPCS Renewal test

Renewal test booking number:0344 994 4488Renewal test Website:www.citb.co.uk/renewaltest

These sources will be able to provide information on how to:

- Prepare for the CPCS Renewal test?
- Book the CPCS Renewal test?

CITB Grant

Grant Website: www.citb.co.uk/grant

These sources will be able to provide information on:

- What is Grant?
- What Grants are available?
- How much Grant can I claim?
- How do I claim?

Endorsement		B Luffing Jib - Cab controlled			B Tracked						B Up to 9 metre D All sizes inc. 360° slew *			 B Passenger/goods combined D Transport Platform 					
Endor		A Trolley Jib - Cab controlled C Trolley Jib - Remote controlled		Note LGV Licence must be held	A Wheeled						A Industrial Telescopic C All sizes exc. 360° slew E Suspended Loads (Non-rough terrain)			A Rack & Pinion Goods C Rope operated goods					
Description	Crawler Crane over 10 tonnes	Tower Crane	Dragline	Concrete Pump - Truck Mounted Boom	Forward Tipping Dumper	Excavator 180° below 5 tonnes	Excavator 180° above 5 tonnes	Rough Terrain Masted Forklift	Forklift Side-Loader	Industrial Forklift Truck	Telescopic Handler	Reach Truck	Grader	Hoist	Wheeled Loading Shovel	Tracked Loading Shovel	Skid Steer Loader	Motorised Scraper	Mobile Elevating Work Platform - Scissor
Code	A02	A04	A05	A06	A09	A10	A12	A14	A15	A16	A17	A18	A19	A20	A21	A22	A23	A24	A25

ement	B Self-propelled								B Clamshell Bucket			B All types - Static DutiesD Excavator only								
Endorsement	A Vehicle Mounted								A Hook C Hydraulic Clamp			 A All types - All Duties C Knuckle Boom - Static duties only E Lift truck only 								
Description	Mobile Elevating Work Platform - Boom	Mobile Elevating Work Platform - Mast Climber	Piling Rig - Tripod	Ride on Roller	Soil/Landfill Compactor	Agricultural Tractor	Crawler - Tractor/Dozer	Crawler - Tractor/Side Boom	Lorry Loader	Trencher	Skip Handler	Slinger/Signaller	Loader/Compressor	Crusher	Screener	Concrete Pump Trailer Mounted	Piling Rig - Driven below 20 tonnes	Piling Rig - Driven above 20 tonnes	Piling Rig - Bored below 20 tonnes	Piling Rig - Bored above 20 tonnes
Code	A26	A27	A30	A31	A32	A33	A34	A35	A36	A37	A39	A40	A41	A42	A43	A44	A45	A46	A47	A48

Section 2 Category and Endorsement Codes

Section 2 Category and Endorsement Codes

* A17D - Telescopic Handler inc. 360 Slew: The release of the A77 - Telescopic Handler 360 Slew category supersedes A17D. A17D is therefore retired from the scheme.

sment	B LGV		B All sizes	B Up to 50 tonnes D All sizes (tracked)	B Wheeled	B Wheeled	B Pick-and-carry duties only			B Inclined jib	B Fixed Cab Control	B Mobile IndustrialD 360 - Pick and Carry	B Electric - All SizesD Diesel - All Sizes	 1 tonnes - non-operational only tonnes - loading/unloading 1 tonnes - non-operational only 1 tonnes - loading/unloading non-operational only loading/unloading onnes - non-operational only onnes - loading/unloading
Endorsement	A Non-LGV		A Up to 15 tonnes	A Up to 15 tonnes C All sizes (wheeled)	A Tracked C Lifting Operations	A Tracked C Lifting Operations	A Blocked duties only C All Duties			A Up to 36m - 100 m/te	A Remote Operated control	 A Static-stabilisers C Luffing Static Duties 	A Electric - Up to 10 tonnes C Diesel - Up to 10 tonnes E Tandem	 A Tracked boom equipped - Up to 10 tonnes - non-operational only B Tracked boom equipped - Up to 10 tonnes - loading/unloading C Tracked boom equipped - Up to 50 tonnes - non-operational only D Tracked boom equipped - Up to 50 tonnes - loading/unloading E Tracked boom equipped - All sizes - non-operational only F Tracked boom equipped - All sizes - loading/unloading E Tracked boom equipped - All sizes - loading/unloading E Tracked boom equipped - Lp to 20 tonnes - non-operational only F Tracked (blade/shovel) - Up to 20 tonnes - loading/unloading
Description	Loader/Securer - non-STGO	Loader/Securer - STGO	Dump Truck - Articulated Chassis	Dump Truck - Rigid Chassis	Excavator 360° below 10 tonnes	Excavator 360° above 10 tonnes	Mobile Crane	Appointed Person - Lifting Operations	Crane/Lifting Operations Supervisor	Pedestrian-operated Tower Crane **	Overhead Travelling Crane	Compact Crane	Tunnel Locomotive	Plant Driving ***
Code	A49	A50	A56	A57	A58	A59	A60	A61	A62	A63	A64	A66	A67	A68

** A63 - Pedestrian Operated Tower Crane:

The release of the A04C - Tower Crane Trolley Jib - Remote Controlled category supersedes A63A to B. A63 is therefore retired from the scheme.

Code	Description	Endorsement	ment
A68	Plant Driving *** (Continued)	 Tracked (blade/shovel) - All sizes - non-operational only Tracked (blade/shovel) - All sizes - loading/unloading K Wheeled articulated chassis - Up to 15 tonnes - non-operational only L Wheeled articulated chassis - Up to 15 tonnes - non-operational only L Wheeled articulated chassis - Up to 15 tonnes - non-operational only N Wheeled articulated chassis - Up to 15 tonnes - non-operational only N Wheeled articulated chassis - Up to 15 tonnes - non-operational only N Wheeled articulated chassis - Up to 15 tonnes - loading/unloading M Wheeled rigid chassis - Up to 15 tonnes - loading/unloading Q Wheeled rigid chassis - Up to 15 tonnes - loading/unloading R Wheeled rigid chassis - Up to 15 tonnes - loading/unloading R Wheeled rigid chassis - Up to 15 tonnes - loading/unloading R Wheeled rigid chassis - Up to 15 tonnes - loading/unloading R Wheeled rigid chassis - Up to 15 tonnes - loading/unloading R Wheeled rigid chassis - Up to 15 tonnes - loading/unloading R Wheeled rigid chassis - Up to 15 tonnes - loading/unloading R Wheeled rigid chassis - N lsizes - loading/unloading R Wheeled rigid chassis - N lsizes - loading/unloading R Nheeled rigid chassis - N lsizes - loading/unloading 	non-operational only loading/unloading 1 5 tonnes - non-operational only 1 5 tonnes - loading/unloading tes - non-operational only tes - loading/unloading tes - loading/unloading nnes - loading/unloading on-operational only on-operational only on-operational only
A71	Soil Stabiliser	A Self Propelled C Spreader Self Propelled	B Towed
A72	Static Concrete Placing Boom	A Up to 13 metres	B All sizes
A73	Plant & Vehicle Marshaller		
A74	Piling Rig Attendant		
A75	Conveying Pump	A Pneumatic - All Types C Worm/Piston Pump (up to 50mm outlet) with mixer	B Worm/Piston Pump (up to 50mm outlet) without mixer
A77	Telescopic Handler 360 Slew		
A78	Vacuum Excavator	A Trailer - Manual arm C Non-LGV - Manual arm E LGV - Semi powered arm	 B Trailer - Semi powered arm D Non-LGV - Semi powered arm F LGV - Fully powered arm
D90	Demolition Plant	 A Materials processing C Demolishing up to 15 metres E Demolishing all heights 	B Up to 10 tonnesD Demolishing up to 30 metresF Lifting operations
D91	Demolition Plant - Pedestrian Operated	A 180° slew	B All types
D92	Demolition Operations - Skid Steer Tool Carrier	A Demolition Operations - extracting	B Demolition Operations - demolishing

*** A68 - Plant Driving: All endorsements are separate by chassis group but have senior endorsements within the chassis group. Loading/unloading endorsement has the higher status.

Section 3 Employment Record

Section 3 Employment Record

About this section

The purpose of this section is to capture a record of current employment, or any previous employment over the last few years.

This information could be useful to a new employer if you change your job.

How do I complete this section?

You should fill out this section to record the details about your employment including:

- When start and finish dates
- What the sectors of industry you worked in (nature of business) and your duties
- Where the address where the employer is based

You should fill in this section on leaving an employer.

Who can endorse the operating record?

Each entry must be endorsed by the employer to confirm that you have worked for them as stated. They must provide full contact details.

Name	CPCS Card No.	
Start date / / / End date / / /	Start date//End date//Total duration/	When Employment Dates
Nature of business Job title/duties	Nature of business Job title/duties	What Employment Details
Employer Address Site Postcode	Employer Address Site Postcode	Where Employer Location
Full Name	Full Name	
Position	Position	sement
Signature	Signature	Who Employer Endorsement
Company Name	Company Name	Employ
Company Telephone	Company Telephone	

Section 3 Employment Record

Name	CPCS Card No.	
Start date / / / End date / / /	Start date//End date//Total duration	When Employment Dates
Nature of business	Nature of business	What Employment Details
Job title/duties	Job title/duties	WI Employme
Employer Address Site Postcode	Employer Address Site Postcode	Where Employer Location
Full Name	Full Name	
Position	Position	ement
Signature	Signature	Who Employer Endorsement
Company Name	Company Name	Employe
Company Telephone	Company Telephone	

Name	CPCS Card No.	
Start date / / / /	Start date / / End date / / Total duration /	When Employment Dates
Nature of business Job title/duties	Nature of business Job title/duties	What Employment Details
Employer Address Site Postcode	Employer Address Site Postcode	Where Employer Location
Full Name	Full Name	
Position	Position	sement
Signature	Signature	Who Employer Endorsement
Company Name	Company Name	Employe
Company Telephone	Company Telephone	