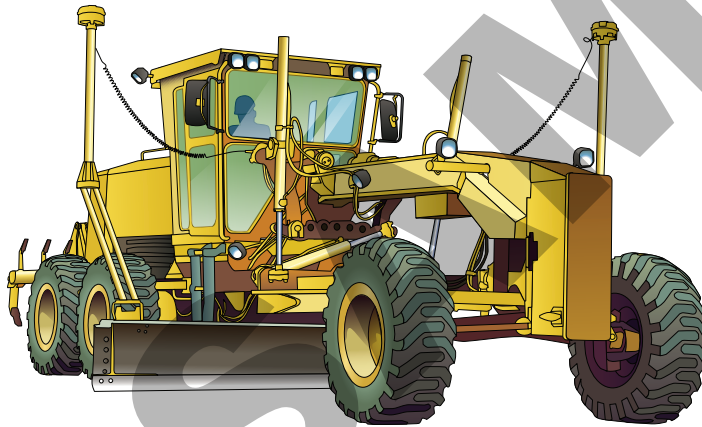


# Grader

## Record of Training Logbook / Verification of competency (VOC)



**RIIMP0324F**  
Conduct civil construction grader operations



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GUIDES**  
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# Purpose of this logbook

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This logbook is to record on-the-job training. This logbook can be used in two ways:

## **1. A company doing in-house training**

A company can use this training logbook to show they have met their duty of care obligations under the OHS Act by showing evidence that an operator is trained and competent.

## **2. A registered training organisation (RTO)**

A registered training organisation (RTO) delivering the units of competency from the RII Resources and Infrastructure Industry Training Package can use this logbook as part of a training program to gain a qualification.

### **Supervision by a competent person**

The person supervising the operator must be deemed competent to supervise the training. The supervisor/trainer may hold an existing earthmoving licence or qualification, may have a Certificate IV in Workplace Training and Assessing, may have on the job experience gained over time, or any or all of these.

### **Using the logbook for verification of competency (VOC)**

As well as being a record of training, this logbook can also be used as a document to record verification of competency.



Element/Work tasks	Description of work/training performed
<p><b>PC 1.3</b></p> <p><b>Hazards and environmental issues</b></p> <p>Identify hazards and environmental issues, assess the risks and implement control measures in line with workplace policies</p>	<p><i>I looked around the site and found that a busy footpath was near my working area. People walking by might be at risk. I put up barricades and signs to warn people of the danger nearby. I then checked the grader. I checked oil, petrol and hydraulic fuel. I checked other parts of the grader. Everything was okay.</i></p>
	<p><i>I had to use the grader near a trench. The trench was about 2 metres deep. No-one had put up any warning signs or barriers. I put up a row of barricades 3 metres away the trench. This would give me a safe working distance and also keep other people away from the trench.</i></p>
	<p><i>The job plan said that I needed to use a ripper. I fitted this attachment on the grader.</i></p> <p><i>The work site is noisy. A jackhammer was being used nearby so I wore some ear muffs while I worked. I also put on other PPE including steel capped boots and a hard hat as there were safety signs telling me to wear these.</i></p>

Date/time	No. of hours	Machine details	Supervisor/competent person
Date: <u>3 / 01 / 2021</u> Start time: <u>10.30</u> am ..... pm	<u>40 minutes</u>	Make: <u>Caterpillar</u> Model: <u>140H-11</u> Serial No: <u>CAT0140HPAM01066</u>	Name: <u>Nathan Deeman</u> Signed: <u>Nathan D</u> Experience/qualifications: <u>20 years on the job experience</u> <u>and Cert IV</u>
Date: <u>7 / 01 / 2021</u> Start time: <u>11.00</u> am ..... pm	<u>20 minutes</u>	Make: <u>Caterpillar</u> Model: <u>140H-11</u> Serial No: <u>CAT0140HPAM01066</u>	Name: <u>Nathan Deeman</u> Signed: <u>Nathan D</u> Experience/qualifications: <u>20 years on the job experience</u> <u>and Cert IV</u>
Date: <u>8 / 01 / 2021</u> Start time: ..... am <u>2.15</u> pm	<u>30 minutes</u>	Make: <u>Caterpillar</u> Model: <u>140H-11</u> Serial No: <u>CAT0140HPAM01066</u>	Name: <u>Sam Hasseron</u> Signed: <u>S.H.</u> Experience/qualifications: <u>Cert IV in Training &amp; Assessing</u> <u>and RII RTO Statement of</u> <u>Attainment in Roller.</u>

# Element 1

## **Plan and prepare for grader operations**



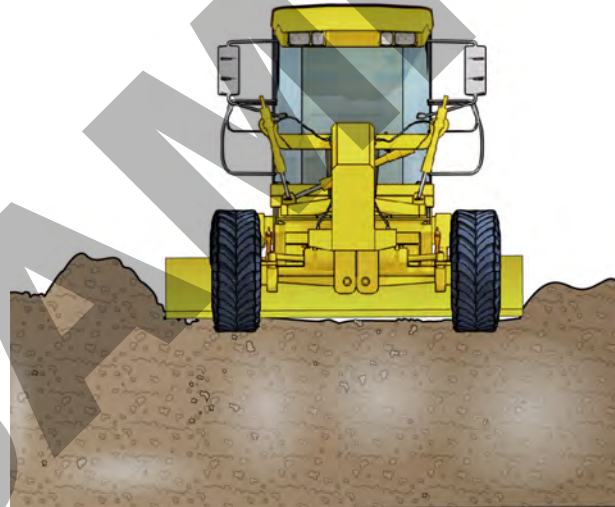
<b>Element/Work tasks</b>	<b>Description of work/training performed</b>
<b>PC 1.1</b> Access, interpret and apply grader operations documentation	

SAMPLE

Date/time	No. of hours	Machine details	Supervisor/competent person
Date: ..... ..... Start time: ..... am ..... pm		Make: ..... Model: ..... Serial No: .....	Name: ..... Signed: ..... Experience/qualifications: ..... .....
Date: ..... ..... Start time: ..... am ..... pm		Make: ..... Model: ..... Serial No: .....	Name: ..... Signed: ..... Experience/qualifications: ..... .....
Date: ..... ..... Start time: ..... am ..... pm		Make: ..... Model: ..... Serial No: .....	Name: ..... Signed: ..... Experience/qualifications: ..... .....

## Element 2

**Operate grader in line with established requirements to complete work activity**



Element/Work tasks	Description of work/training performed
<p><b>PC 2.1</b></p> <p><b>Carry out prestart and start-up checks</b> in line with workplace procedures</p>	

SAMPLE

Date/time	No. of hours	Machine details	Supervisor/competent person
Date: ..... ..... Start time: ..... am ..... pm		Make: ..... Model: ..... Serial No: .....	Name: ..... Signed: ..... Experience/qualifications: ..... ..... .....
Date: ..... ..... Start time: ..... am ..... pm		Make: ..... Model: ..... Serial No: .....	Name: ..... Signed: ..... Experience/qualifications: ..... ..... .....
Date: ..... ..... Start time: ..... am ..... pm		Make: ..... Model: ..... Serial No: .....	Name: ..... Signed: ..... Experience/qualifications: ..... ..... .....