

ELEVATING WORK PLATFORM RECORD OF TRAINING LOGBOOK



TLILIC0005

Licence to operate a
boom-type elevating work platform
(boom length 11 metres or more)



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Training Plan — On-the-job
TLILIC0005 – Licence to operate a boom-type elevating work platform

Course start date: / / Estimated finish date: / /

Candidate Details			
Candidate name:		Signature:	
Address:			
Phone number:		Mobile:	
Date of birth:	Sex: M <input type="checkbox"/>	F <input type="checkbox"/>	Proof of identity sighted : Yes <input type="checkbox"/> No <input type="checkbox"/>
Date of enrolment:		Registration details:	
Supervising RTO			
RTO name:		Contact person:	
Address:			
Phone number:		Registration number:	
Employer Details			
Employer name:			
Address:			
Phone number:			

Training details

Estimated duration of on-the-job training hours:

Primary location(s):

Supervision/delivery arrangements:

Assessment arrangements:

Plant and equipment required:

Other resources required:

Literacy and numeracy support:

Scope of training

The required knowledge and skills, elements of competency, performance criteria and critical aspects of evidence have been taken from the unit of competency.

Required knowledge and skills	(Tick who will deliver)	
	Employer (if applicable)	RTO

There is a full Training Plan on the Trainer's Resource CD.

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Purpose of this Training Record Logbook

This Training Record Logbook has been designed to meet the requirements of the relevant sections of the *National Standard For Licensing Persons Performing High Risk Work* (particularly Sections 5.1, 6.8, 6.9 and 6.10).

Workplace Training

The national high risk licensing system requires that licence training be delivered under the ‘umbrella’ of a registered training organisation (RTO). However, 6.4 of the National Standards states that:

6.4 Practical training can be undertaken in the workplace as part of the production work of the trainee, or in a training facility that includes a simulated work environment, or using a combination of both these training environments.

The Employer, in consultation with the RTO, needs to discuss the role this ‘Training Record Logbook’ can have in the overall training process.

As a minimum requirement, it is expected that the person supervising a trainee must hold the licence in the licence class that is being supervised, e.g. Forklift Truck. A general rule of thumb is that the trainee must be within earshot and eyesight of the supervising person **at all times**.

Recognition of Prior Learning (RPL)

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

Formative Assessment

Formative assessment requires trainers to make regular checks of learner’s needs in order to shape training accordingly. This logbook can be used to conduct assessment tasks and record any further training that was necessary.

Requirements of a Training Record Logbook

The relevant sections of the *National Standard For Licensing Persons Performing High Risk Work* have been printed below.

Supervision

- 6.6 A trainee must always be under the direct supervision of a person who holds a licence relating to the high risk work being supervised, unless the person who oversees the practical training judges, and can demonstrate, that:
- (a) the circumstances of a particular task make this degree of supervision impractical or unnecessary; and
 - (b) the level of the trainee's competency is such that direct supervision can be reduced; and
 - (c) a lesser degree of supervision would not place the trainee or any other person at risk.

Records of training and assessment

- 6.8 A trainee undertaking training in the workplace must maintain a written record of practical training that consists of the following information:
- (a) the trainee's name and address;
 - (b) the name of the RTO supervising the training;
 - (c) the dates and times on which the trainee performed the high risk work;
 - (d) information about the tasks performed, including the type of equipment used or operated and the outcomes achieved;
 - (e) a signed entry by the person who supervised each occasion of training which includes the person's name and licence number.
- 6.9 The information in paragraphs 6.8 (c), (d) and (e) must be recorded at the completion of each training session.
- 6.10 In addition to requirement under the AQTF, an RTO must retain all records relating to the training and assessment for a period established by the licensing authority in consultation with the relevant state/territory registering body.

Plan Work / Task

PC 1.1

Identify workplace hazards

A hazard is anything that can hurt you or others while you work. You need to know (identify) workplace hazards before you start work. Look for hazards. Look above you, look around you, and check the ground below you.

Description of work/training performed

I checked the work site and found out that pedestrians would be walking under the EWP. To avoid accidents, I put up barricades and signs and used a spotter to keep pedestrians well away from the EWP.

I had to carry a chemical in the EWP basket. Before starting work I decided to read and understand the material safety data sheet (MSDS). The MSDS told me everything I had to know about the chemical before I tried to move it and work with it.

Before I started work I walked the route the EWP was to take. I found someone had left a pallet of containers in the EWP's travel path. This was the first thing I wrote down on the job safety analysis (JSA) sheet. I asked another staff member to move the pallet before I moved the EWP.

Date/time	No. of hours	Machine details	Supervising person
Date: 5 / 4 / 2016 Start time: 10 am pm	20 minutes	Make: JLG Industries Model: 34HA Serial No: 855745 11 256 Maximum Capacity: 200 kg Boom Height: 10.5 m Wind Speed: 30 kph	Name: Joseph Burrows Signed: <i>Joseph Burrows</i> Class: EWP Cert No: 323 565 1 State of Issue: NSW Issue Date: 26 / 01 / 2012 Expiry Date: 26 / 01 / 2018
Date: 7 / 4 / 2016 Start time: am 2.30 pm	10 minutes	Make: JLG Industries Model: 34HA Serial No: 855745 11 256 Maximum Capacity: 200 kg Boom Height: 10.5 m Wind Speed: 30 kph	Name: Joseph Burrows Signed: <i>Joseph Burrows</i> Class: EWP Cert No: 323 565 1 State of Issue: NSW Issue Date: 26 / 01 / 2012 Expiry Date: 26 / 01 / 2018
Date: 8 / 4 / 2016 Start time: 8 am pm	15 minutes	Make: JLG Industries Model: 34HA Serial No: 855745 11 256 Maximum Capacity: 200 kg Boom Height: 10.5 m Wind Speed: 30 kph	Name: Joseph Burrows Signed: <i>Joseph Burrows</i> Class: EWP Cert No: 323 565 1 State of Issue: NSW Issue Date: 26 / 01 / 2012 Expiry Date: 26 / 01 / 2018

Plan Work

1.1 Task requirements are identified from work orders or equivalent and confirmed with relevant people and a site inspection is completed in accordance with workplace procedures

1.2 Work area ground/operating surface is assessed to determine suitability for operational use of EWP in accordance with manufacturer requirements and workplace procedures

1.3 EWP capabilities are established for the load/s and work/task requirements in accordance with manufacturer requirements and workplace procedures

1.4 Appropriate paths for operating the EWP and moving in work area are assessed and determined in accordance with workplace procedures

1.5 Relevant hazard and risk control measures are applied and advised to relevant person/s in accordance with workplace procedures

1.6 Traffic management plan implementation is confirmed in accordance with workplace procedures

1.7 Appropriate communication procedures are identified, with relevant people in accordance with workplace procedures

1.8 All work is confirmed to ensure coverage of work/task requirements for the relevant work area in accordance with workplace procedures



1

Plan Work / Task

PC 1.1

Review the work order, confirm details with relevant personnel, and inspect the site according to workplace procedures.

Description of work/training performed

Date/time	No. of hours	Machine details	Supervising person
Date: Start time: am pm		Make: Model: Serial No: Maximum Capacity: kg Boom Height: m Wind Speed: kph	Name: Signed: Class: Cert No: State of Issue: Issue Date: Expiry Date:
Date: Start time: am pm		Make: Model: Serial No: Maximum Capacity: kg Boom Height: m Wind Speed: kph	Name: Signed: Class: Cert No: State of Issue: Issue Date: Expiry Date:
Date: Start time: am pm		Make: Model: Serial No: Maximum Capacity: kg Boom Height: m Wind Speed: kph	Name: Signed: Class: Cert No: State of Issue: Issue Date: Expiry Date:

Record of Training Summary

This section is to be completed and signed by the supervising person (appointed by the RTO) at the completion of each Element and it's Performance Criteria skills being satisfactorily met. The supervising person MUST hold a licence in the licence class being supervised.

Element 3 — Perform work / task	
Date completed: / /	Satisfactory completion: YES <input type="checkbox"/> NO <input type="checkbox"/>
Supervisor's signature:	Supervisor's licence number:
Candidate's signature:	
Notes:	
.....	
.....	

Element 4 — Pack up	
Date completed: / /	Satisfactory completion: YES <input type="checkbox"/> NO <input type="checkbox"/>
Supervisor's signature:	Supervisor's licence number:
Candidate's signature:	
Notes:	
.....	
.....	