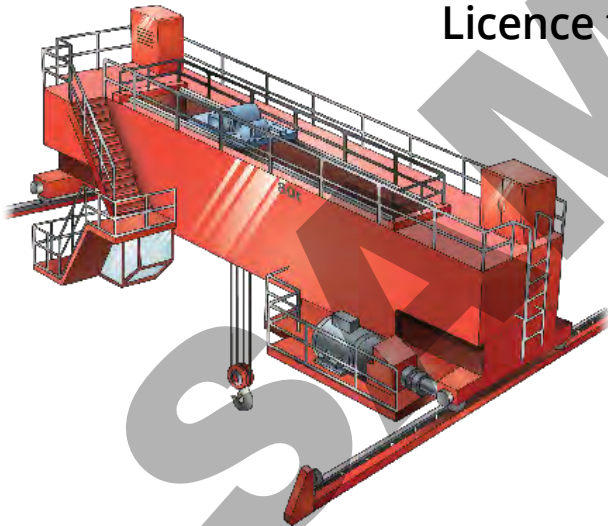


BRIDGE & GANTRY CRANE RECORD OF TRAINING LOGBOOK

TLILIC0006

Licence to operate a bridge and gantry crane



www.easyguides.com.au

Contents

Purpose of this training logbook	1
Requirement of a training logbook.....	2
Practical training in the workplace	3
Training packages	4
Part 1—Identify and control hazards	8
Part 2—Communication	16
Part 3—Check the crane	24
Part 4—Plan the lift	44
Part 5—Set up and move the load	52
Part 6—Shut down the crane	68
Record of training summary.....	81

Check the crane

Do pre-operational checks

Do a pre-operational check to make sure the crane is safe before you use it.

For example, you may find a problem like a low fluid level.

Description of work/training performed
<p>First I made sure that the main isolation switch was off. Then I used the daily inspection checklist to check the crane before I used it. When checking the fluid levels I found that the hydraulic fluid was low. I got some hydraulic fluid from the maintenance workshop and topped it up.</p>
<p>I made sure the main isolation switch was off. I noticed that one of the electrical collector wires was broken. I filled out a danger tag and put it on the main isolation switch. I then reported the problem to my supervisor.</p>
<p>I made sure the main isolation switch was off. I filled out the daily inspection checklist. I was checking some lifting gear when I noticed that some of the chain links seemed to be stretched. I told Mick who has a dogging licence to have a look. He said we needed to get another chain. I went to the workshop to get help with changing the chain.</p>

Date/time	No. of hours	Machine details	Supervising person
Date: <u>21 / 11 / 2022</u> Start time: <u>10</u> am pm	15 minutes	Make: <u>Hc</u> Model: <u>Single Girder</u> Serial No: <u>2278893</u> Max Capacity: <u>100 tonne</u> Span: <u>36 metres</u>	Name: <u>John McBain</u> Signed: <u>JB</u> Class: <u>Bridge & Gantry</u> Cert No: <u>323 5651</u> State of Issue: <u>VIC</u> Issue Date: <u>26 / 01 / 2015</u> Expiry Date: <u>26 / 01 / 2020</u>
Date: <u>28 / 11 / 2022</u> Start time: am <u>2.30</u> pm	20 minutes	Make: <u>Hc</u> Model: <u>Single Girder</u> Serial No: <u>2278893</u> Max Capacity: <u>100 tonne</u> Span: <u>36 metres</u>	Name: <u>John McBain</u> Signed: <u>JB</u> Class: <u>Bridge & Gantry</u> Cert No: <u>323 5651</u> State of Issue: <u>VIC</u> Issue Date: <u>26 / 01 / 2015</u> Expiry Date: <u>26 / 01 / 2020</u>
Date: <u>29 / 11 / 2022</u> Start time: <u>8</u> am pm	30 minutes	Make: <u>Hc</u> Model: <u>Single Girder</u> Serial No: <u>2278893</u> Max Capacity: <u>100 tonne</u> Span: <u>36 metres</u>	Name: <u>John McBain</u> Signed: <u>JB</u> Class: <u>Bridge & Gantry</u> Cert No: <u>323 5651</u> State of Issue: <u>VIC</u> Issue Date: <u>26 / 01 / 2015</u> Expiry Date: <u>26 / 01 / 2020</u>

Identify and control hazards



1

Identify and control hazards

Identify hazards

Find any hazards that can harm you or others while you work.

(PC 1.1 Potential hazards are identified.)

Description of work/training performed

SAMPLE

Date/time	No. of hours	Machine details	Supervising person
Date: Start time: am pm		Make: Model: Serial No: Max Capacity: Span:	Name: Signed: Class: Cert No: State of Issue: Issue Date: Expiry Date:
Date: Start time: am pm		Make: Model: Serial No: Max Capacity: Span:	Name: Signed: Class: Cert No: State of Issue: Issue Date: Expiry Date:
Date: Start time: am pm		Make: Model: Serial No: Max Capacity: Span:	Name: Signed: Class: Cert No: State of Issue: Issue Date: Expiry Date:

Communication



Communication

Communication

Talk to people you will be working with. Decide on the best way to communicate for the job you are to do.

Date/time	No. of hours	Machine details	Supervising person
Date: Start time: am pm		Make: Model: Serial No: Max Capacity: Span:	Name: Signed: Class: Cert No: State of Issue: Issue Date: Expiry Date:
Date: Start time: am pm		Make: Model: Serial No: Max Capacity: Span:	Name: Signed: Class: Cert No: State of Issue: Issue Date: Expiry Date:
Date: Start time: am pm		Make: Model: Serial No: Max Capacity: Span:	Name: Signed: Class: Cert No: State of Issue: Issue Date: Expiry Date:

Check the crane



3

Check the crane

Do visual checks

Look around the crane before you use it. Check if there is any damage or anything wrong with the crane.

Description of work/training performed

SAMPLE

Date/time	No. of hours	Machine details	Supervising person
Date: Start time: am pm		Make: Model: Serial No: Max Capacity: Span:	Name: Signed: Class: Cert No: State of Issue: Issue Date: Expiry Date:
Date: Start time: am pm		Make: Model: Serial No: Max Capacity: Span:	Name: Signed: Class: Cert No: State of Issue: Issue Date: Expiry Date:
Date: Start time: am pm		Make: Model: Serial No: Max Capacity: Span:	Name: Signed: Class: Cert No: State of Issue: Issue Date: Expiry Date:

Plan the lift



Plan the lift

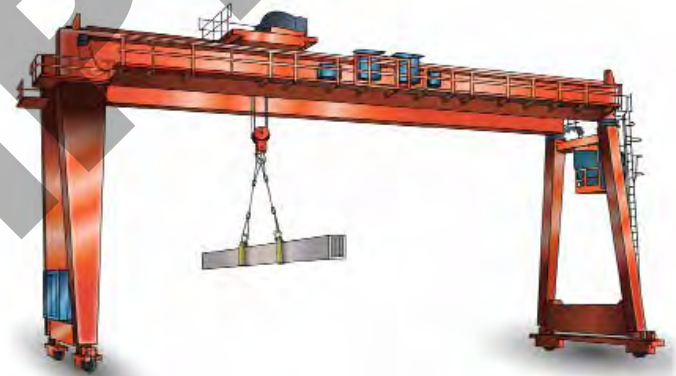
Identify and estimate the weight of the load

Check with people working with you to make sure you know the weight (mass) of the load you are to lift.

Description of work/training performed

Date/time	No. of hours	Machine details	Supervising person
Date: Start time: am pm		Make: Model: Serial No: Max Capacity: Span:	Name: Signed: Class: Cert No: State of Issue: Issue Date: Expiry Date:
Date: Start time: am pm		Make: Model: Serial No: Max Capacity: Span:	Name: Signed: Class: Cert No: State of Issue: Issue Date: Expiry Date:
Date: Start time: am pm		Make: Model: Serial No: Max Capacity: Span:	Name: Signed: Class: Cert No: State of Issue: Issue Date: Expiry Date:

Set up and move the load



5

Set up and move the load

Access the crane safely

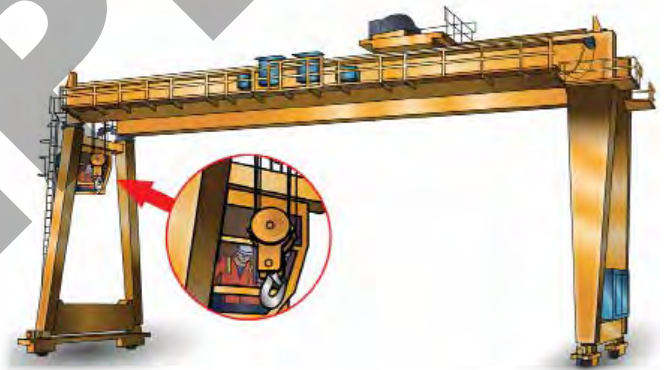
Show that you know how to get on or off the crane in a safe way.

Description of work/training performed

SAMPLE

Date/time	No. of hours	Machine details	Supervising person
Date: Start time: am pm		Make: Model: Serial No: Max Capacity: Span:	Name: Signed: Class: Cert No: State of Issue: Issue Date: Expiry Date:
Date: Start time: am pm		Make: Model: Serial No: Max Capacity: Span:	Name: Signed: Class: Cert No: State of Issue: Issue Date: Expiry Date:
Date: Start time: am pm		Make: Model: Serial No: Max Capacity: Span:	Name: Signed: Class: Cert No: State of Issue: Issue Date: Expiry Date:

Shut down the crane



6

Shut down the crane

Park crane

Park the crane in its correct position.

Description of work/training performed

SAMPLE

Date/time	No. of hours	Machine details	Supervising person
Date: Start time: am pm		Make: Model: Serial No: Max Capacity: Span:	Name: Signed: Class: Cert No: State of Issue: Issue Date: Expiry Date:
Date: Start time: am pm		Make: Model: Serial No: Max Capacity: Span:	Name: Signed: Class: Cert No: State of Issue: Issue Date: Expiry Date:
Date: Start time: am pm		Make: Model: Serial No: Max Capacity: Span:	Name: Signed: Class: Cert No: State of Issue: Issue Date: Expiry Date: