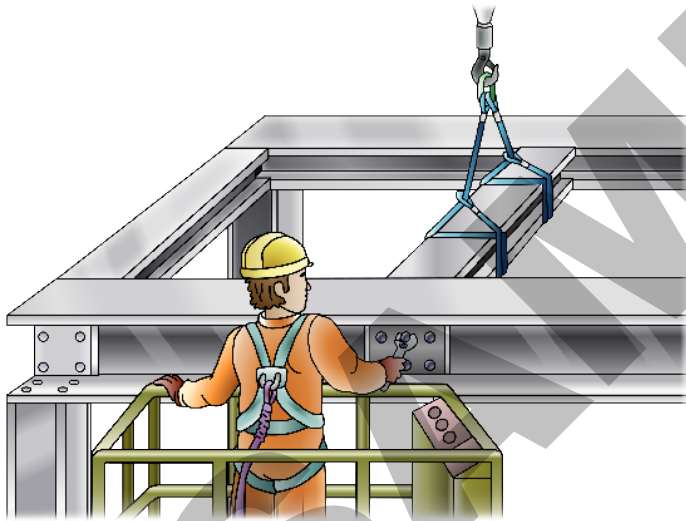


# RIGGING – BASIC RECORD OF TRAINING LOGBOOK

## CPCCLRG3001

Licence to perform rigging basic level



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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.

## Undertake basic rigging activities

### PC 4.4

#### Use appropriate communication methods and equipment

You must give crane operators clear verbal signals with two-way radios when directing crane movements. The noise of the crane motor and radio static can make it difficult for the crane operator to hear your directions. You also use hand and whistle signals even when radios are used.

Description of work/training performed
<p>I used hand signals to move a pre-cast concrete load into place. Then I checked with the crane driver to ensure he understood my hand signals. We were in clear sight of each other the whole time during the lift. We successfully placed the load in position.</p>
<p>The noise of the crane motor and radio static made it hard for the crane driver to hear my directions. I had a radio but used a whistle to make sure the crane driver could hear me clearly and obey my signals.</p>
<p>We wanted the crane to lower a load onto a rooftop. During this part of the lift, the crane driver was unable to see the load. Other doggers were working on site, so I used a trunked radio to stop other radios blocking my signals.</p>

Date/time	No. of hours	Plant & equipment (for example slings, cranes, communication, PPE)	Supervising person
Date: <b>21/05/2018</b> Start/Finish time: <b>10.00</b> am/pm <b>10.20</b> am/pm	<b>20</b> minutes	<ul style="list-style-type: none"> <li>- PPE hard hat, steel-capped boots, riggers gloves.</li> <li>- mobile slewing crane (up to 100 tonnes capacity).</li> <li>- flexible steel wire rope slings 12 mm diameter.</li> <li>- hook same WLL as sling.</li> </ul>	Name: <b>Joseph Burrows</b> Signed: <i>Joseph Burrows</i> Class: <b>Rigging - Basic</b> Cert No: <b>323 565 1</b> State of Issue: <b>WA</b> Issue Date: <b>26/01/2015</b> Expiry Date: <b>26/01/2020</b>
Date: <b>22/05/2018</b> Start/Finish time: <b>2.30</b> am/pm <b>2.50</b> am/pm	<b>20</b> minutes	<ul style="list-style-type: none"> <li>- PPE hard hat, steel-capped boots, riggers gloves.</li> <li>- mobile slewing crane (up to 60 tonnes capacity).</li> <li>- flexible steel wire rope slings 12 mm diameter.</li> <li>- hook same WLL as sling.</li> </ul>	Name: <b>Joseph Burrows</b> Signed: <i>Joseph Burrows</i> Class: <b>Rigging - Basic</b> Cert No: <b>323 565 1</b> State of Issue: <b>WA</b> Issue Date: <b>26/01/2015</b> Expiry Date: <b>26/01/2020</b>
Date: <b>23/05/2018</b> Start/Finish time: <b>11.50</b> am/pm <b>12.10</b> am/pm	<b>20</b> minutes	<ul style="list-style-type: none"> <li>- PPE hard hat, steel-capped boots, riggers gloves.</li> <li>- packers under concrete plinth.</li> <li>- mobile slewing crane (up to 100 tonnes capacity).</li> <li>- flexible steel wire rope slings 14 mm diameter.</li> <li>- hook same WLL as sling.</li> </ul>	Name: <b>Joseph Burrows</b> Signed: <i>Joseph Burrows</i> Class: <b>Rigging - Basic</b> Cert No: <b>323 565 1</b> State of Issue: <b>WA</b> Issue Date: <b>26/01/2015</b> Expiry Date: <b>26/01/2020</b>

# Plan Task



- 1.1 Review task instructions, consult with relevant persons to seek clarification as required, and obtain relevant workplace information.
- 1.2 Obtain and interpret information, including safe work method statements (SWMSs), required to ensure that activities are performed in compliance with workplace-specific and safe work requirements.
- 1.3 Obtain and interpret information required to ensure that equipment inspection, use, maintenance and storage complies with manufacturer requirements.
- 1.4 Identify workplace and task-specific hazards and determine required risk controls and safety measures and equipment, including signs and barricades, personal protective equipment (PPE), and fall prevention and fall arrest equipment.
- 1.5 Identify methods of moving and placing tools, equipment and materials to minimise the risk of falling objects, to avoid inappropriate carrying on ladders and to minimise hazardous manual tasks.
- 1.6 Identify required rigging equipment and associated gear.
- 1.7 Calculate loads associated with mechanical load shifting equipment and associated gear required to erect and dismantle structures and plant.
- 1.8 Establish required communication methods with relevant persons

1

## Plan Task

### PC 1.1

#### Common tasks

Find out about your tasks. Check the site plans or talk to your supervisor or manager to find out what task you need to do. Talk to workmates involved in the task about how you will do the work, what equipment you need and what hazards may be involved.

Description of work/training performed

SAMPLE

Date/time	No. of hours	Plant & equipment (for example slings, cranes, communication, PPE)	Supervising person
Date: ..... ..... Start/Finish time: ..... am/pm ..... am/pm			Name: ..... Signed: ..... Class: ..... Cert No: ..... State of Issue: ..... Issue Date: ..... Expiry Date: .....
Date: ..... ..... Start/Finish time: ..... am/pm ..... am/pm			Name: ..... Signed: ..... Class: ..... Cert No: ..... State of Issue: ..... Issue Date: ..... Expiry Date: .....
Date: ..... ..... Start/Finish time: ..... am/pm ..... am/pm			Name: ..... Signed: ..... Class: ..... Cert No: ..... State of Issue: ..... Issue Date: ..... Expiry Date: .....



# Select and inspect equipment

- 2.1 Select risk controls and equipment, including fall prevention and fall arrest equipment, and check that it is working and fit for purpose.
- 2.2 Select and check PPE.
- 2.3 Select rigging equipment and associated gear, inspect for defects, and isolate, tag out, report and record defective items.
- 2.4 Select communication equipment and check that it is working and fit for use.



## 2

### Select and inspect equipment

#### PC 2.1

#### Select risk controls and equipment

Including fall prevention and fall arrest equipment, and check that it is working and fit for purpose.

Description of work/training performed

SAMPLE

Date/time	No. of hours	Plant & equipment (for example slings, cranes, communication, PPE)	Supervising person
Date: ..... ..... Start/Finish time: ..... am/pm ..... am/pm			Name: ..... Signed: ..... Class: ..... Cert No: ..... State of Issue: ..... Issue Date: ..... Expiry Date: .....
Date: ..... ..... Start/Finish time: ..... am/pm ..... am/pm			Name: ..... Signed: ..... Class: ..... Cert No: ..... State of Issue: ..... Issue Date: ..... Expiry Date: .....
Date: ..... ..... Start/Finish time: ..... am/pm ..... am/pm			Name: ..... Signed: ..... Class: ..... Cert No: ..... State of Issue: ..... Issue Date: ..... Expiry Date: .....

# Set up task

- 3.1 Establish and maintain communication with relevant persons to ensure task plan and risk controls are communicated clearly, including any impact on other workplace activities.
- 3.2 Ensure risk controls and safety measures and equipment have been put in place, including the fitting, adjusting and anchoring of fall protection equipment.
- 3.3 Consult with relevant persons to ensure that ground and foundation have been assessed as suitable for task.
- 3.4 Consult with relevant persons to ensure that the structure has been assessed as suitable for load bearing task.



### 3

## Set up task

### PC 3.1

#### Communication of task plans risk controls

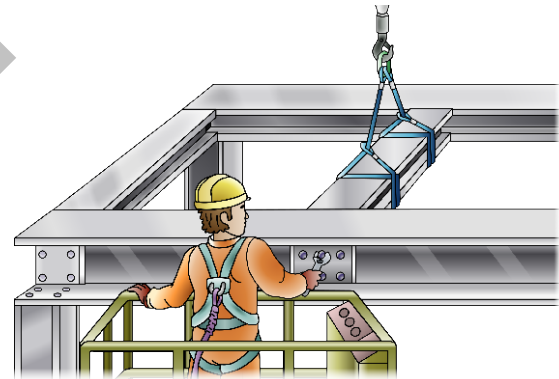
Establish and maintain communication with relevant persons to ensure task plan and risk controls are communicated clearly, including any impact on other workplace activities.

Description of work/training performed

Date/time	No. of hours	Plant & equipment (for example slings, cranes, communication, PPE)	Supervising person
Date: ..... ..... Start/Finish time: ..... am/pm ..... am/pm			Name: ..... Signed: ..... Class: ..... Cert No: ..... State of Issue: ..... Issue Date: ..... Expiry Date: .....
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Date: ..... ..... Start/Finish time: ..... am/pm ..... am/pm			Name: ..... Signed: ..... Class: ..... Cert No: ..... State of Issue: ..... Issue Date: ..... Expiry Date: .....

# Undertake basic rigging activities

- 4.1 Erect and dismantle all structures and plant while maintaining stability, in accordance with workplace and manufacturer requirements.
- 4.2 Erect structural steel.
- 4.3 Erect pre-cast concrete members of a structure, or lift and install a series of scenery panels.
- 4.4 Erect and dismantle a safety net and static line.
- 4.5 Erect and dismantle a hoist or mast climbing work platform.
- 4.6 Install and dismantle a perimeter safety screen or shutter.
- 4.7 Install and dismantle a cantilevered crane loading platform.



4

## Undertake basic rigging activities

PC 4.1

Erect all structures and plant while maintaining stability

In accordance with workplace and manufacturer requirements.

Description of work/training performed

SAMPLE



Date/time	No. of hours	Plant & equipment (for example slings, cranes, communication, PPE)	Supervising person
Date: ..... ..... Start/Finish time: ..... am/pm ..... am/pm			Name: ..... Signed: ..... Class: ..... Cert No: ..... State of Issue: ..... Issue Date: ..... Expiry Date: .....
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