

Excavator

Record of Training Logbook / Verification of competency (VOC)



RIIMP0320F

Conduct civil construction excavator operations



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How to use this logbook

1. Fill out the details at the start of this logbook – operator's name, address etc.
2. Wear the personal protective equipment (PPE) you need to wear.
3. After you have finished working, you can start filling out your logbook. Start by writing down the work you have done.
4. Make sure you fill in each section of your logbook. Your supervisor will sign the supervisor section if s/he believes the details are correct and the tasks have been completed in a satisfactory way.



Element/Work tasks	Description of work/training performed
<p>PC 1.3</p> <p>Hazards and environmental issues</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. My excavator had a slasher attachment for cutting grass. People walking by might be at risk. I put up signs to warn people of the danger nearby.</i></p>
	<p><i>I had to use the excavator 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 from 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 I had to do was to cut grass using a slasher. I backed the excavator up to the slasher. I turned the excavator off and put the hand brake on. I connected the slasher to the power take off. I got back on the excavator and started work.</i></p>

Date/time	No. of hours	Machine details	Supervisor/competent person
Date: <u>21 / 03 / 2016</u> Start time: <u>8.00</u> am pm	<u>15 minutes</u>	Make: <u>Komatsu</u> Model: <u>PC300-7</u> Serial No: <u>26800741</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>22 / 03 / 2016</u> Start time: <u>10.30</u> am pm	<u>5 minutes</u>	Make: <u>Komatsu</u> Model: <u>PC300-7</u> Serial No: <u>26800741</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>23 / 03 / 2016</u> Start time: am <u>2.30</u> pm	<u>20 minutes</u>	Make: <u>Komatsu</u> Model: <u>PC300-7</u> Serial No: <u>26800741</u>	Name: <u>Sam Hasseron</u> Signed: <u>S.H.</u> Experience/qualifications: <u>Cert IV in Training & Assessing</u> <u>and RII RTO Statement of</u> <u>Attainment in excavator</u>

Notes



A series of horizontal dotted lines spanning the width of the page, intended for writing notes.

Element 1

Plan and prepare for excavator operations

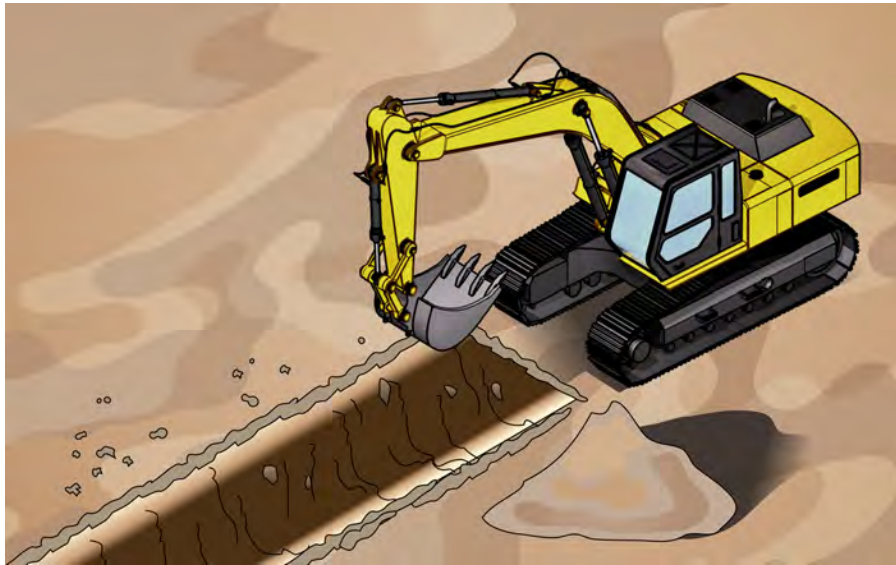


Element/Work tasks	Description of work/training performed
PC 1.1 Access, interpret and apply excavator operations documentation	

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 excavator in line with established requirements to complete

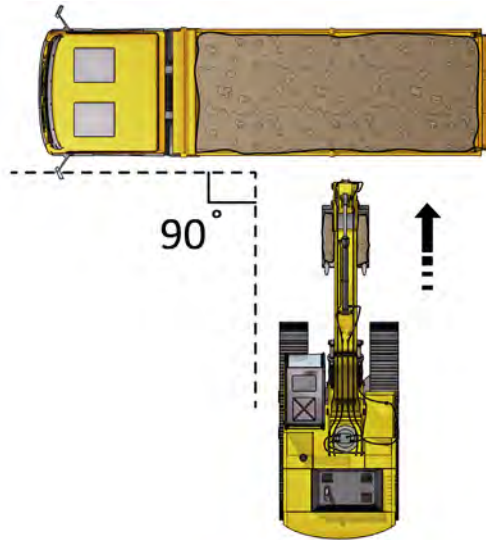


Element/Work tasks	Description of work/training performed
PC 2.1 Carry out prestart and start-up checks in line with workplace procedures	

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 3

Lift, carry and place materials to complete work activity



Element/Work tasks	Description of work/training performed
PC 3.1 Establish weight of load and ensure it is within safe operational limits of the machine	

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/Work tasks	Description of work/training performed
PC 3.2 Use lifting gear within safe working load requirements and in line with workplace requirements	