

Tracked front end loader

Record of Training Logbook / Verification of competency (VOC)



RIIMP0322E

Conduct civil construction tracked
front end loader operations



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Purpose of this logbook

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 evidence of verification of competency.



How to use this logbook

1. Fill out the details at the start of this logbook – operator’s name, address etc.
 2. Read the Record of Training Summary at the back of the logbook. This will tell you the type of tasks you need to do for each Element/Work task. For example, *Plan and prepare* includes identifying the hazards and risks on site and what 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. Check the Element/Work task section. Tick the boxes that cover the work you did. For example, *Carry out machine operator maintenance*. You may tick more than one box depending on the work that you did (see sample logbook page).
 5. 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.
6. Finally, when your supervisor believes you have competently covered all of the elements in the Record of Training Summary of the unit of competency, you have completed your logbook.



Element/Work tasks	Description of work/training performed
<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Plan and prepare <input type="checkbox"/> Operate the front end loader <input type="checkbox"/> Attach, secure, lift, carry and place materials <input type="checkbox"/> Select, remove and fit attachments <input type="checkbox"/> Relocate the front end loader <input type="checkbox"/> Carry out machine operator maintenance <input type="checkbox"/> Conduct housekeeping activities 	<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 front end loader. I checked oil, petrol and hydraulic fuel. I checked other parts of the front end loader. Everything was okay.</i></p>
<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Plan and prepare <input checked="" type="checkbox"/> Operate the front end loader <input type="checkbox"/> Attach, secure, lift, carry and place materials <input type="checkbox"/> Select, remove and fit attachments <input type="checkbox"/> Relocate the front end loader <input type="checkbox"/> Carry out machine operator maintenance <input type="checkbox"/> Conduct housekeeping activities 	<p><i>I had to use the front end loader 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>
<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Plan and prepare <input checked="" type="checkbox"/> Operate the front end loader <input type="checkbox"/> Attach, secure, lift, carry and place materials <input checked="" type="checkbox"/> Select, remove and fit attachments <input type="checkbox"/> Relocate the front end loader <input type="checkbox"/> Carry out machine operator maintenance <input type="checkbox"/> Conduct housekeeping activities 	<p><i>The job plan said that I needed to use a rock bucket. I fitted this attachment on the front end loader. 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>19 / 02 / 2015</u> Start time: <u>8.00</u> am pm	<u>15 minutes</u>	Make: <u>Caterpillar</u> Model: <u>980F</u> Serial No: <u>12847839</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>20 / 02 / 2015</u> Start time: <u>10.30</u> am pm	<u>5 minutes</u>	Make: <u>Caterpillar</u> Model: <u>980F</u> Serial No: <u>12847839</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 / 02 / 2015</u> Start time: am <u>2.30</u> pm	<u>20 minutes</u>	Make: <u>Caterpillar</u> Model: <u>980F</u> Serial No: <u>12847839</u>	Name: <u>Sam Hasseron</u> Signed: <u>S.H.</u> Experience/qualifications: <u>Cert IV in Training & Assessing and</u> <u>R1109 RTO statement of</u> <u>attainment in front end loader</u>

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