

RECORD OF TRAINING LOGBOOK

NATIONAL HIGH RISK LICENCES



www.easyguides.com.au



Summary Record of Training Covered to Date

RTO to fill out details of the unit being trained to. Write the Performance Criteria being covered. Then when completed by learner place a tick in the box. A Performance Criteria can be practised more than once. (RTOs: Fill in Unit, Element and Performance Criteria)

Unit of Competency: _____

Code: _____

Element 1

PC _____	<input type="checkbox"/>	PC _____	<input type="checkbox"/>	PC _____	<input type="checkbox"/>	PC _____	<input type="checkbox"/>	PC _____	<input type="checkbox"/>	PC _____	<input type="checkbox"/>	PC _____	<input type="checkbox"/>
PC _____	<input type="checkbox"/>	PC _____	<input type="checkbox"/>	PC _____	<input type="checkbox"/>	PC _____	<input type="checkbox"/>	PC _____	<input type="checkbox"/>	PC _____	<input type="checkbox"/>	PC _____	<input type="checkbox"/>
PC _____	<input type="checkbox"/>	PC _____	<input type="checkbox"/>	PC _____	<input type="checkbox"/>	PC _____	<input type="checkbox"/>	PC _____	<input type="checkbox"/>	PC _____	<input type="checkbox"/>	PC _____	<input type="checkbox"/>
PC _____	<input type="checkbox"/>	PC _____	<input type="checkbox"/>	PC _____	<input type="checkbox"/>	PC _____	<input type="checkbox"/>	PC _____	<input type="checkbox"/>	PC _____	<input type="checkbox"/>	PC _____	<input type="checkbox"/>

Element 2

PC _____	<input type="checkbox"/>	PC _____	<input type="checkbox"/>	PC _____	<input type="checkbox"/>	PC _____	<input type="checkbox"/>	PC _____	<input type="checkbox"/>	PC _____	<input type="checkbox"/>	PC _____	<input type="checkbox"/>
PC _____	<input type="checkbox"/>	PC _____	<input type="checkbox"/>	PC _____	<input type="checkbox"/>	PC _____	<input type="checkbox"/>	PC _____	<input type="checkbox"/>	PC _____	<input type="checkbox"/>	PC _____	<input type="checkbox"/>
PC _____	<input type="checkbox"/>	PC _____	<input type="checkbox"/>	PC _____	<input type="checkbox"/>	PC _____	<input type="checkbox"/>	PC _____	<input type="checkbox"/>	PC _____	<input type="checkbox"/>	PC _____	<input type="checkbox"/>
PC _____	<input type="checkbox"/>	PC _____	<input type="checkbox"/>	PC _____	<input type="checkbox"/>	PC _____	<input type="checkbox"/>	PC _____	<input type="checkbox"/>	PC _____	<input type="checkbox"/>	PC _____	<input type="checkbox"/>

Element 3

PC _____ <input type="checkbox"/>	PC _____ <input type="checkbox"/>	PC _____ <input type="checkbox"/>	PC _____ <input type="checkbox"/>	PC _____ <input type="checkbox"/>	PC _____ <input type="checkbox"/>	PC _____ <input type="checkbox"/>	PC _____ <input type="checkbox"/>
PC _____ <input type="checkbox"/>	PC _____ <input type="checkbox"/>	PC _____ <input type="checkbox"/>	PC _____ <input type="checkbox"/>	PC _____ <input type="checkbox"/>	PC _____ <input type="checkbox"/>	PC _____ <input type="checkbox"/>	PC _____ <input type="checkbox"/>
PC _____ <input type="checkbox"/>	PC _____ <input type="checkbox"/>	PC _____ <input type="checkbox"/>	PC _____ <input type="checkbox"/>	PC _____ <input type="checkbox"/>	PC _____ <input type="checkbox"/>	PC _____ <input type="checkbox"/>	PC _____ <input type="checkbox"/>
PC _____ <input type="checkbox"/>	PC _____ <input type="checkbox"/>	PC _____ <input type="checkbox"/>	PC _____ <input type="checkbox"/>	PC _____ <input type="checkbox"/>	PC _____ <input type="checkbox"/>	PC _____ <input type="checkbox"/>	PC _____ <input type="checkbox"/>

Element 4

PC _____ <input type="checkbox"/>	PC _____ <input type="checkbox"/>	PC _____ <input type="checkbox"/>	PC _____ <input type="checkbox"/>	PC _____ <input type="checkbox"/>	PC _____ <input type="checkbox"/>	PC _____ <input type="checkbox"/>	PC _____ <input type="checkbox"/>
PC _____ <input type="checkbox"/>	PC _____ <input type="checkbox"/>	PC _____ <input type="checkbox"/>	PC _____ <input type="checkbox"/>	PC _____ <input type="checkbox"/>	PC _____ <input type="checkbox"/>	PC _____ <input type="checkbox"/>	PC _____ <input type="checkbox"/>
PC _____ <input type="checkbox"/>	PC _____ <input type="checkbox"/>	PC _____ <input type="checkbox"/>	PC _____ <input type="checkbox"/>	PC _____ <input type="checkbox"/>	PC _____ <input type="checkbox"/>	PC _____ <input type="checkbox"/>	PC _____ <input type="checkbox"/>
PC _____ <input type="checkbox"/>	PC _____ <input type="checkbox"/>	PC _____ <input type="checkbox"/>	PC _____ <input type="checkbox"/>	PC _____ <input type="checkbox"/>	PC _____ <input type="checkbox"/>	PC _____ <input type="checkbox"/>	PC _____ <input type="checkbox"/>

Element 5

PC _____ <input type="checkbox"/>	PC _____ <input type="checkbox"/>	PC _____ <input type="checkbox"/>	PC _____ <input type="checkbox"/>	PC _____ <input type="checkbox"/>	PC _____ <input type="checkbox"/>	PC _____ <input type="checkbox"/>	PC _____ <input type="checkbox"/>
PC _____ <input type="checkbox"/>	PC _____ <input type="checkbox"/>	PC _____ <input type="checkbox"/>	PC _____ <input type="checkbox"/>	PC _____ <input type="checkbox"/>	PC _____ <input type="checkbox"/>	PC _____ <input type="checkbox"/>	PC _____ <input type="checkbox"/>
PC _____ <input type="checkbox"/>	PC _____ <input type="checkbox"/>	PC _____ <input type="checkbox"/>	PC _____ <input type="checkbox"/>	PC _____ <input type="checkbox"/>	PC _____ <input type="checkbox"/>	PC _____ <input type="checkbox"/>	PC _____ <input type="checkbox"/>
PC _____ <input type="checkbox"/>	PC _____ <input type="checkbox"/>	PC _____ <input type="checkbox"/>	PC _____ <input type="checkbox"/>	PC _____ <input type="checkbox"/>	PC _____ <input type="checkbox"/>	PC _____ <input type="checkbox"/>	PC _____ <input type="checkbox"/>

Note: Your supervisor/trainer will decide how many times a particular Performance Criteria must be practiced and assessed before judging that you are competent. This logbook can be used as evidence of formative assessment and/or evidence of recognition of prior learning (RPL).

Date & Time	Number of hours	Machine Details	Evidence Gathered Description of work/task/training.
Date: 2/10/2017 Start time: 10 am pm	20 minutes	Toyota 7FG25 Capacity: 2.5 tonne Lift Height: 4 m	A post-operational check was done. A leak in a hydraulic hose was found. This could lead to brake failure. A warning notice was put on the forklift to stop other people from using it.
Date: 3/10/2017 Start time: am 3 pm	10 minutes	Toyota 6FG15 Capacity: 1.5 tonne Lift Height: 3.7 m	Had to lift load of 1800 kg. Checked the data plate. The forklift could lift 2000 kg at 600 mm load centre distance.
Date: 4/10/2017 Start time: 11.30 am pm	2 hours	Toyota 7FG25 Capacity: 2.5 tonne Lift Height: 4 m	Worked on loading racking. Used forward tilt, raised forks, lowered forks and used backward tilt.

Evidence Gathered Description of work/task/training.	Outcome achieved Performance criteria (RTO to record)	Supervising person to sign on each training occasion (this person must hold a current licence)
The keys were removed and the fault was reported to the supervisor.	Element 2 PC 2.8	Name: <u>Joseph Burrows</u> Signed: <u>Joseph Burrows</u> Class: <u>Forklift Truck</u> Cert No: <u>323 565 1</u> State of Issue: <u>NSW</u> Issue Date: <u>26 / 01 / 2012</u>
The load was okay to lift.	Element 3 PC 3.1	Name: <u>Joseph Burrows</u> Signed: <u>Joseph Burrows</u> Class: <u>Forklift Truck</u> Cert No: <u>323 565 1</u> State of Issue: <u>NSW</u> Issue Date: <u>26 / 01 / 2012</u>
All working well.	Element 3 PC 3.4	Name: <u>Joseph Burrows</u> Signed: <u>Joseph Burrows</u> Class: <u>Forklift Truck</u> Cert No: <u>323 565 1</u> State of Issue: <u>NSW</u> Issue Date: <u>26 / 01 / 2012</u>

Date & Time	Number of hours	Machine Details	Evidence Gathered Description of work/task/training.
Date: / / Start time: am pm			
Date: / / Start time: am pm			
Date: / / Start time: am pm			

Evidence Gathered Description of work/task/training.	Outcome achieved Performance criteria (RTO to record)	Supervising person to sign on each training occasion (this person must hold a current licence)
		Name: Signed: Class: Cert No: State of Issue: Issue Date:
		Name: Signed: Class: Cert No: State of Issue: Issue Date:
		Name: Signed: Class: Cert No: State of Issue: Issue Date: