

Tractor

Record of Training Logbook / Verification of competency(VOC)



RIIMP0315E
Conduct tractor 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. 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 tractor 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 tractor 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 tractor up to the slasher. I turned the tractor off and put the hand brake on. I connected the slasher to the power take off. I got back on the tractor and started work.</i></p>

Date/time	No. of hours	Machine details	Supervisor/competent person
Date: <u>4/07/2020</u> Start/Finish time: <u>8.00</u> am/pm <u>8.15</u> am/pm	15 minutes	Make: <u>John Deere</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 and</u> <u>Cert IV in Training & Assessing.</u>
Date: <u>5/07/2020</u> Start/Finish time: <u>11.50</u> am/pm <u>12.10</u> am/pm	20 minutes	Make: <u>John Deere</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 and</u> <u>Cert IV in Training & Assessing.</u>
Date: <u>6/07/2020</u> Start/Finish time: <u>2.30</u> am/pm <u>2.50</u> am/pm	20 minutes	Make: <u>John Deere</u> Model: <u>980F</u> Serial No: <u>12847839</u>	Name: <u>Sam Hasseron</u> Signed: <u>SHasseron</u> Experience/qualifications: <u>Cert IV in Training & Assessing and</u> <u>RII RTO Statement of Attainment</u> <u>in tractor operations.</u>

Element 1

Plan and prepare for tractor operations



Element/Work tasks	Description of work/training performed
PC 1.1 Access, interpret and apply tractor 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 tractor in line with established requirements to complete work activity



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: