

VEHICLE LOADING CRANE RECORD OF TRAINING LOGBOOK TLILIC0002



This book can also be used as an evidence record of recognition of prior learning (RPL) and as evidence of formative assessment tasks

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Requirements of a training record logbook

The relevant sections of the *National Standard For Licensing Persons Performing High Risk Work* have been printed below.

Supervision

- 6.6 A trainee must always be under the direct supervision of a person who holds a licence relating to the high risk work being supervised, unless the person who oversees the practical training judges, and can demonstrate, that:
- (a) the circumstances of a particular task make this degree of supervision impractical or unnecessary; and
 - (b) the level of the trainee's competency is such that direct supervision can be reduced; and
 - (c) a lesser degree of supervision would not place the trainee or any other person at risk.

Records of training and assessment

- 6.8 A trainee undertaking training in the workplace must maintain a written record of practical training that consists of the following information:
- (a) the trainee's name and address;
 - (b) the name of the RTO supervising the training;
 - (c) the dates and times on which the trainee performed the high risk work;
 - (d) information about the tasks performed, including the type of equipment used or operated and the outcomes achieved;
 - (e) a signed entry by the person who supervised each occasion of training which includes the person's name and licence number.
- 6.9 The information in paragraphs 6.8 (c), (d) and (e) must be recorded at the completion of each training session.
- 6.10 In addition to requirement under the AQTF, an RTO must retain all records relating to the training and assessment for a period established by the licensing authority in consultation with the relevant state/territory registering body.

Perform work / task

PC 1.7

Appropriate communication procedures are identified and tested with associated personnel in accordance with workplace procedures

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 radio but used a whistle to make sure the crane driver could hear clearly and obey my signals.</p>
<p>We wanted the crane to lower a load on to 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 signal.</p>

Date/time	No. of hours	Machine details	Supervising person
Date: <u>5 / 12 / 2020</u> Start time: <u>10</u> am pm	20 minutes	Make: <u>Fassi</u> Model: <u>F900XP</u> Serial No: <u>27684513</u> Max Capacity: <u>6010</u> kg Lift Height: <u>6.55</u> m	Name: <u>Joseph Burrows</u> Signed: <u>Joseph Burrows</u> Class: <u>Vehicle loading crane</u> Cert No: <u>323 565 1</u> State of Issue: <u>WA</u> Issue Date: <u>26 / 01 / 2015</u> Expiry Date: <u>26 / 01 / 2020</u>
Date: <u>7 / 12 / 2020</u> Start time: am <u>2.30</u> pm	20 minutes	Make: <u>Fassi</u> Model: <u>F900XP</u> Serial No: <u>27684513</u> Max Capacity: <u>6010</u> kg Lift Height: <u>6.55</u> m	Name: <u>Joseph Burrows</u> Signed: <u>Joseph Burrows</u> Class: <u>Vehicle loading crane</u> Cert No: <u>323 565 1</u> State of Issue: <u>WA</u> Issue Date: <u>26 / 01 / 2015</u> Expiry Date: <u>26 / 01 / 2020</u>
Date: <u>8 / 12 / 2020</u> Start time: <u>8</u> am pm	20 minutes	Make: <u>Fassi</u> Model: <u>F900XP</u> Serial No: <u>27684513</u> Max Capacity: <u>6010</u> kg Lift Height: <u>6.55</u> m	Name: <u>Joseph Burrows</u> Signed: <u>Joseph Burrows</u> Class: <u>Vehicle loading crane</u> Cert No: <u>323 565 1</u> State of Issue: <u>WA</u> Issue Date: <u>26 / 01 / 2015</u> Expiry Date: <u>26 / 01 / 2020</u>

Plan work / task



1

Plan work / task

PC 1.1

Task requirements are identified from work orders or equivalent and a lift plan is confirmed with associated personnel and a site inspection is conducted in accordance with workplace procedures

Description of work/training performed

Date/time	No. of hours	Machine details	Supervising person
Date: Start time: am pm		Make: Model: Serial No: Max Capacity: kg Lift Height: m	Name: Signed: Class: Cert No: State of Issue: Issue Date: Expiry Date:
Date: Start time: am pm		Make: Model: Serial No: Max Capacity: kg Lift Height: m	Name: Signed: Class: Cert No: State of Issue: Issue Date: Expiry Date:
Date: Start time: am pm		Make: Model: Serial No: Max Capacity: kg Lift Height: m	Name: Signed: Class: Cert No: State of Issue: Issue Date: Expiry Date:

Prepare for work / task



2

Prepare for work / task

PC 2.1

Consultation with workplace personnel is established and maintained to ensure all crane and lifting operations are clear and consistent with site requirements in accordance with a lift plan and workplace procedures

Description of work/training performed

Date/time	No. of hours	Machine details	Supervising person
Date: Start time: am pm		Make: Model: Serial No: Max Capacity: kg Lift Height: m	Name: Signed: Class: Cert No: State of Issue: Issue Date: Expiry Date:
Date: Start time: am pm		Make: Model: Serial No: Max Capacity: kg Lift Height: m	Name: Signed: Class: Cert No: State of Issue: Issue Date: Expiry Date:
Date: Start time: am pm		Make: Model: Serial No: Max Capacity: kg Lift Height: m	Name: Signed: Class: Cert No: State of Issue: Issue Date: Expiry Date:

Perform work / task



3

Perform work / task

PC 3.1

Lifts are determined within the RC of the vehicle loading crane in accordance with the load chart/s and lift plan

Description of work/training performed

Date/time	No. of hours	Machine details	Supervising person
Date: Start time: am pm		Make: Model: Serial No: Max Capacity: kg Lift Height: m	Name: Signed: Class: Cert No: State of Issue: Issue Date: Expiry Date:
Date: Start time: am pm		Make: Model: Serial No: Max Capacity: kg Lift Height: m	Name: Signed: Class: Cert No: State of Issue: Issue Date: Expiry Date:
Date: Start time: am pm		Make: Model: Serial No: Max Capacity: kg Lift Height: m	Name: Signed: Class: Cert No: State of Issue: Issue Date: Expiry Date:

3

Perform work / task

PC 3.9

Lifting gear is disconnected from load and crane is positioned safely and efficiently for next task in accordance with lift plan and safe work procedures

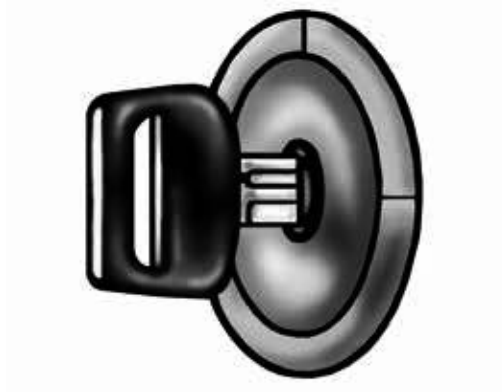
Description of work/training performed

Date/time	No. of hours	Machine details	Supervising person
Date: Start time: am pm		Make: Model: Serial No: Max Capacity: kg Lift Height: m	Name: Signed: Class: Cert No: State of Issue: Issue Date: Expiry Date:
Date: Start time: am pm		Make: Model: Serial No: Max Capacity: kg Lift Height: m	Name: Signed: Class: Cert No: State of Issue: Issue Date: Expiry Date:
Date: Start time: am pm		Make: Model: Serial No: Max Capacity: kg Lift Height: m	Name: Signed: Class: Cert No: State of Issue: Issue Date: Expiry Date:

Notes

Lined writing area with horizontal dotted lines.

Pack up



4

Pack up

PC 4.1

Crane boom/jib, lifting gear and associated equipment is stowed and secured as required in accordance with manufacturer requirements and safe work procedures

Description of work/training performed

Date/time	No. of hours	Machine details	Supervising person
Date: Start time: am pm		Make: Model: Serial No: Max Capacity: kg Lift Height: m	Name: Signed: Class: Cert No: State of Issue: Issue Date: Expiry Date:
Date: Start time: am pm		Make: Model: Serial No: Max Capacity: kg Lift Height: m	Name: Signed: Class: Cert No: State of Issue: Issue Date: Expiry Date:
Date: Start time: am pm		Make: Model: Serial No: Max Capacity: kg Lift Height: m	Name: Signed: Class: Cert No: State of Issue: Issue Date: Expiry Date:

Record of Training Summary

This section is to be completed and signed by the supervising person (appointed by the RTO) at the completion of each Element and it's Performance Criteria skills being satisfactorily met. The supervising person MUST hold a licence in the licence class being supervised.

Element 1—Plan work / task	
Date completed: / /	Satisfactory completion: YES <input type="checkbox"/> NO <input type="checkbox"/>
Supervisor's signature:	Supervisor's licence number:
Candidate's signature:	
Notes:	
.....	
.....	

Element 2—Prepare for work / task	
Date completed: / /	Satisfactory completion: YES <input type="checkbox"/> NO <input type="checkbox"/>
Supervisor's signature:	Supervisor's licence number:
Candidate's signature:	
Notes:	
.....	
.....	

Record of Training Summary

This section is to be completed and signed by the supervising person (appointed by the RTO) at the completion of each Element and its Performance Criteria skills being satisfactorily met. The supervising person MUST hold a licence in the licence class being supervised.

Element 3—Perform work / task	
Date completed: / /	Satisfactory completion: YES <input type="checkbox"/> NO <input type="checkbox"/>
Supervisor's signature:	Supervisor's licence number:
Candidate's signature:	
Notes:	
.....	
.....	

Element 4—Pack up	
Date completed: / /	Satisfactory completion: YES <input type="checkbox"/> NO <input type="checkbox"/>
Supervisor's signature:	Supervisor's licence number:
Candidate's signature:	
Notes:	
.....	
.....	

Notes

A series of horizontal dotted lines for taking notes.