





Attach photograph of yourself here and cover with adhesive flap.

Photo required for ID purposes.

Plant Operator Logbook

Name

Keep it Safe

Your Logbook is your proof of your experience.

You must keep this book in a safe place. NOCN Jobcards may request your completed logbook for Quality Assurance and verification purposes at any time; prior to/at the time of you submitting your renewal application.

If found, please return this logbook to CPCS

CPCS NOCN Job Cards PO Box 1242 King's Lynn Norfolk PE30 9FQ



Contents

Section 1 Operating Record

Section 2 Further Information

- Supplementary Pages
- CPCS Contact Information
- Category and Endorsement Codes

Section 3 Employment Record

Need help? please contact us (details in Section 2).

About this section

How do I complete this section?

You should fill out this section to record:

- When
- operating dates
- the TOTAL number of Plant operating hours (Hours)
- the total plant operating hours to date (Total to date)
 (each category and endorsement to be accumulated independently)
- What
- the category of plant or equipment you used
- the type of plant or equipment you used refer to the list in Section 3 for the Category and Endorsement codes
- Where location of where you operated

Record the start and end date of the work completed. Daily, weekly or monthly entries are recommended, however, if you're operating the same machine in the same location over a period of time only one entry should be made, although it is recommended that this is limited to a period of not more than three months.

Please use the dividing tabs provided to seperate the categories to make this process easier.

Who can endorse the operating record?

Each entry must be endorsed by someone who can confirm your operating experience on that machine or equipment.

They must provide THEIR full contact details.

The endorser must be in a minimum of a supervisory role.

You must not self-endorse (rare exceptions apply).

What does operating hours mean?

"Operating hours" means when you used the machine or equipment for work. This does not include downtime, for example, when driving to and from the site or meal breaks.

Endorsement Declaration

I can confirm that the user of this Logbook is experienced in the following activities for which I have endorsed their work experience.

- 1 Preparing the machine or equipment for work, as per manufacturer's requirements
- 2 Transporting/manoeuvring the machine to the workplace in a safe manner (mobile plant only)
- 3 Setting the machine/equipment for work, as per manufacturer's and industrial requirements
- 4 Operating/using the machine or equipment, as per manufacturer's and industrial requirements
- 5 Carrying out work in a safe and efficient manner
- 6 Working to given instructions, dimensions and tolerances
- 7 Conforming to legislation, requirements and company regulations
- 8 Shutting down, securing and leaving the machine or equipment in a safe situation
- 9 Maintaining appropriate company records i.e. vehicle check forms, etc.

Appointed Person/Crane Supervisor Only

- 10 Planning or supervising lifting operations in accordance with regulations and official guidance
- 11 Constructing or following risk assessments, method statements and lift plans

Note: Appointed Persons/Crane Supervisors can record the type of lifts they have planned or supervised.

Alternatively, you may complete the Renewal Competence Assessment which is available to download from the website.

Section 1 Operating Record - Completed Example

Section 1 Operating Record - Completed Example

Name Andy Driver	CPCS 0 1 2 3 9 8	5 0	Name Andy Driver	CPCS 0 1 2 3 9 8	8 5 0
Start date 0 7 / 0 3 / 1 8 End date 1 2 / 0 3 / 1 8 Hours 1 4 Total to date 14	Start date 1 5 / 0 3 / 1 8 End date 1 9 / 0 3 / 1 8 Hours 2 6 Total to date 40	When Operating Hours	Start date 0 7 / 0 1 / 1 9 End date 1 2 / 0 1 / 1 9 Hours 4 0 Total to date 40	Start date 2 1 / 0 1 / 1 9 End date 3 1 / 0 1 / 1 9 Hours 7 6 Total to date 116	When Operating Hours
Category A59 Endorsement A - Tracked Make & Model JCB JS130	Category A59 Endorsement A - Tracked Make & Model JCB JS130	What Operating Details	Category Endorsement B Wheeled Make & Model Hitachi ZX140W	Category A59 Endorsement B Wheeled Make&Model Hitachi ZX140W	What Operating Details
Site Address Plant Training Ltd Trench Lane Digger Land Site Postcode H43 2AU	Site Address Back Fill Plenty Muckery Land Hole Deep Site Postcode G23 1AB	Where Operating Location	Site Address Plant Training Ltd Trench Lane Digger Land Site Postcode H43 2AU	Site Address Back Fill Plenty Muckery Land Hole Deep Site Postcode G23 1AB	Where Operating Location
Full Name Sam Sample Position Site Foreman Signature Sam Sample Company Name Plant Hire Ltd Company Telephone 01234 987654	Full Name Sarah Sample Position Site Manager Signature Sarah Sample Company Name Deepfill Plc Company Telephone 0845 800813	Who Operating Endorsement	Full Name Sam Sample Position Site Foreman Signature Sam Sample Company Name Plant Hire Ltd Company Telephone 01234 987654	Full Name Sarah Sample Position Site Manager Signature Sarah Sample Company Name Deepfill Plc Company Telephone 0845 800813	Who Operating Endorsement

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Full Name Position	Full Name Position	ŧ
Signature	Signature	Who Operating Endorsement
Company Name Company Telephone	Company Name Company Telephone	Operd

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Section 1 Operating Record

Name	CPCS Card No.	
Start date / / / End date / / / Hours Total to date	Start date / / End date / / Hours Total to date	When Operating Hours
Category Endorsement Make & Model	Category Endorsement Make & Model	What Operating Details
Site Address Site Postcode	Site Address Site Postcode	Where Operating Location
Full Name Position	Full Name Position	ment
Signature Company Name	Signature Company Name	Who Operating Endorsement
Company Telephone	Company Telephone	0

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Section 2 Further Information

About this section

The purpose of this section is to provide you with further information to support you in the completion of your logbook.

- CPCS Contact Information
- Category and Endorsement Codes

Supplementary Pages

Available online: www.nocnjobcards.org/cpcs

This source will provide you with free of charge pages to allow you to capture your Testing, or Training or Assessment records. Also, additional blank Operating Record Pages.

Should you wish to purchase a CPCS logbook, please call our CPCS Helpline.

CPCS Contact Information

CPCS

CPCS Helpline: 0844 815 7274

CPCS Website: www.nocnjobcards.org/cpcs

These sources will be able to provide information on:

- How do I get a card?
- How do I find a CPCS Test Centre?

Mailing Address

CPCS, NOCN Job Cards, PO Box 1242, King's Lynn, Norfolk, PE30 9FQ

Health, safety and environment test

HS&E Booking number: **0344 994 4488**

HS&E Website: www.citb.co.uk/hsandetest

These sources will be able to provide information on:

- How do I prepare for the test?
- How do I book the test?

CPCS Renewal test

Renewal test booking number: 0344 994 4488

Renewal test Website: www.citb.co.uk/renewaltest

These sources will be able to provide information on how to:

- Prepare for the CPCS Renewal test?
- Book the CPCS Renewal test?

CITB Grant

Grant Website: www.citb.co.uk/grant

These sources will be able to provide information on:

- What is Grant?
- What Grants are available?
- How much Grant can I claim?
- How do I claim?

Code	Description	Endorsement	ment
A02	Crawler Crane over 10 tonnes		
A04	Tower Crane	A Trolley Jib - Cab controlled C Trolley Jib - Remote controlled	B Luffing Jib - Cab controlled
A05	Dragline		
A06	Concrete Pump - Truck Mounted Boom	Note LGV Licence must be held	
409	Forward Tipping Dumper	A Wheeled	B Tracked
A10	Excavator 180° below 5 tonnes		
A12	Excavator 180º above 5 tonnes		
A14	Rough Terrain Masted Forkliff		
A15	Forkliff Side-Loader		
A16	Industrial Forkliff Truck		
A17	Telescopic Handler	A Industrial Telescopic C All sizes exc. 360° slew E Suspended Loads (Non-rough terrain)	B Up to 9 metre D All sizes inc. 360° slew *
A18	Reach Truck		
A19	Grader		
A20	Hoist	A Rack & Pinion Goods C Rope operated goods	B Passenger/goods combined D Transport Platform
A21	Wheeled Loading Shovel		
A22	Tracked Loading Shovel		
A23	Skid Steer Loader		
A24	Motorised Scraper		
A25	Mobile Elevating Work Platform - Scissor		

Description	-	Endorsement -	ment
Mobile Elevating Work Platform - Boom	m - Boom	A Vehicle Mounted	B Self-propelled
Mobile Elevating Work Platform - Mast Climber	n - Mast Climber		
Piling Rig - Tripod			
Ride on Roller			
Soil/Landfill Compactor			
Agricultural Tractor			
Crawler - Tractor/Dozer			
Crawler - Tractor/Side Boom			
Lorry Loader		A Hook C Hydraulic Clamp	B Clamshell Bucket
Skip Handler			
Slinger/Signaller		A All types - All Duties C Knuckle Boom - Static duties only E Lift truck only	B All types - Static Duties D Excavator only
Loader/Compressor			
Concrete Pump Trailer Mounted	pa		
Piling Rig - Driven below 20 tonnes	nnes		
Piling Rig - Driven above 20 tonnes	onnes		
Piling Rig - Bored below 20 tonnes	nnes		
Piling Rig - Bored above 20 tonnes	nnes		

* A17D - Telescopic Handler inc. 360 Slew:

The release of the A77 - Telescopic Handler 360 Slew category supersedes A17D. A17D is therefore retired from the scheme.

Code	Description	Endorsement	ment
A49	Loader/Securer - non-STGO	A Non-LGV	B LGV
A50	Loader/Securer - STGO		
A56	Dump Truck - Articulated Chassis	A Up to 15 tonnes	B All sizes
A57	Dump Truck - Rigid Chassis	A Up to 15 tonnes C All sizes (wheeled)	B Up to 50 tonnes D All sizes (tracked)
A58	Excavator 360° below 10 tonnes	A Tracked C Lifting Operations	B Wheeled
A59	Excavator 360° above 10 tonnes	A Tracked C Lifting Operations	B Wheeled
A60	Mobile Crane	A Blocked duties only C All Duties	B Pick-and-carry duties only
A61	Appointed Person - Lifting Operations		
A62	Crane/Lifting Operations Supervisor		
A63	Pedestrian-operated Tower Crane **	A Up to 36m - 100 m/te	B Indined jib
A64	Overhead Travelling Crane	A Remote Operated control	B Fixed Cab Control
999	Compact Crane	A Static-stabilisers C Luffing Static Duties	B Mobile Industrial D 360 - Pick and Carry
A67	Tunnel Locomotive	A Electric - Up to 10 tonnes C Diesel - Up to 10 tonnes E Tandem	B Electric - All Sizes D Diesel - All Sizes
A68	Plant Driving ***	A Tracked boom equipped - Up to 10 tonnes - non-operational only B Tracked boom equipped - Up to 10 tonnes - loading/unloading C Tracked boom equipped - Up to 50 tonnes - non-operational only D Tracked boom equipped - Up to 50 tonnes - loading/unloading E Tracked boom equipped - All sizes - non-operational only F Tracked boom equipped - All sizes - loading/unloading G Tracked (blade/shovel) - Up to 20 tonnes - non-operational only H Tracked (blade/shovel) - Up to 20 tonnes - loading/unloading	tonnes - non-operational only tonnes - loading/unloading tonnes - non-operational only tonnes - loading/unloading non-operational only loading/unloading onnes - loading/unloading onnes - loading/unloading

Code	Description	Endorsement	ment
A68	Plant Driving *** (Continued)	I Tracked (blade/shovel) - All sizes - non-operational only J Tracked (blade/shovel) - All sizes - loading/unloading K Wheeled articulated chassis - Up to 15 tonnes - non-operational only L Wheeled articulated chassis - Up to 15 tonnes - loading/unloading M Wheeled articulated chassis - All sizes - non-operational only N Wheeled articulated chassis - All sizes - non-operational only O Wheeled rigid chassis - Up to 15 tonnes - non-operational only P Wheeled rigid chassis - Up to 15 tonnes - loading/unloading Q Wheeled rigid chassis - Up to 15 tonnes - loading/unloading S Non-operational Ride on Roller T Loading/unloading Ride on Roller	non-operational only loading/unloading 15 tonnes - non-operational only o 15 tonnes - loading/unloading zes - non-operational only zes - loading/unloading onnes - non-operational only onnes - loading/unloading on-operational only on-operational only on-operational only on-operational only on-operational only on-operational only oading/unloading
A71	Soil Stabiliser	A Self Propelled C Spreader Self Propelled	B Towed
A72	Static Concrete Placing Boom	A Up to 13 metres	B All sizes
A73	Plant & Vehicle Marshaller		
A74	Piling Rig Attendant		
A75	Conveying Pump	A Pneumatic - All Types C Worm/Piston Pump (up to 50mm outlet) with mixer	B Worm/Piston Pump (up to 50mm outlet) without mixer
A77	Telescopic Handler 360 Slew		
A78	Vacuum Excavator	A Trailer - Manual arm C Non-LGV - Manual arm E LGV - Semi powered arm	B Trailer - Semi powered arm D Non-LGV - Semi powered arm F LGV - Fully powered arm
D90	Demolition Plant	A Materials processing C Demolishing up to 15 metres E Demolishing all heights	B Up to 10 tonnesD Demolishing up to 30 metresF Lifting operations
D91	Demolition Plant - Pedestrian Operated	A 180° slew	B All types
D92	Demolition Operations - Skid Steer Tool Carrier	A Demolition Operations - extracting	B Demolition Operations - demolishing

*** A68 - Plant Driving: All endorsements are separate by chassis group but have senior endorsements within the chassis group.

Loading/unloading endorsement has the higher status.

The release of the A04C - Tower Crane Trolley Jib - Remote Controlled category supersedes A63A to B. A63 is therefore retired from the scheme.

^{**} A63 - Pedestrian Operated Tower Crane:

Section 3 Employment Record

About this section

The purpose of this section is to capture a record of current employment, or any previous employment over the last few years.

This information could be useful to a new employer if you change your job.

How do I complete this section?

You should fill out this section to record the details about your employment including:

- When start and finish dates
- What the sectors of industry you worked in (nature of business) and your duties
- Where the address where the employer is based

You should fill in this section on leaving an employer.

Who can endorse the operating record?

Each entry must be endorsed by the employer to confirm that you have worked for them as stated. They must provide full contact details.

Name	CPCS Card No.	
Start date / / End date / / Total duration	Start date / / End date / / Total duration	When Employment Dates
Nature of business Job title/duties	Nature of business Job title/duties	What Employment Details
Employer Address Site Postcode	Employer Address Site Postcode	Where Employer Location
Full Name	Full Name	
Position	Position	ement
Signature	Signature	Who er Endors
Company Name	Company Name	Who Employer Endorsement
Company Telephone	Company Telephone	

Section 3 Employment Record

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Full Name	Full Name	
Position	Position	sement
Signature	Signature	Who er Endors
Company Name	Company Name	Who Employer Endorsement
Company Telephone	Company Telephone	

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Nature of business Job title/duties	Nature of business Job title/duties	What Employment Details
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Full Name Position	Full Name Position	ŧ
Signature	Signature	Who Employer Endorsement
Company Name Company Telephone	Company Name Company Telephone	Emplo