

Section 5 – Validation Check List

Category Code	Endorsement Code	No. of Hours Recorded	Operating Endorsement completed (please tick)	OSA achieved (whereby insufficient or no hours achieved) Y or N	Valid HS&E Test (please tick)	Valid Renewal Test (please tick)
Validator Name:		Validator Signature:		Date:		
LB Monitor Name:		LB Monitor Signature:		Date of Audit:		

CP Construction Plant
CS Competence Scheme

Attach photograph of yourself here and cover with clear adhesive flap

Plant Operator Logbook

Name

Section 5 – Category and Endorsement Codes

Keep it Safe

Your logbook is proof of your ongoing experience as a plant operator (or equipment user).

You must keep this book in a safe place – you may be charged for a replacement if it is lost or damaged.

Your CPCS card No.

--	--	--	--	--	--	--	--	--	--

Your card expiry date

		-			-				
D	D		M	M		Y	Y	Y	Y

Your signature

If found, please return this logbook to CPCS

CPCS
PO Box 320
Bircham Newton
King's Lynn
Norfolk, PE31 6WD

Description		Endorsement	
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		
D90	Demolition Plant*	A: Materials processing C: Demolishing up to 15 metres E: Demolishing all heights	B: Up to 10 tonnes D: Demolishing up to 30 metres
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

* **A65 – Demolition Plant:** The release of the D90 Demolition Plant category with Endorsements A to E supersedes A65A to D. A65 is therefore retired from the Scheme.

** **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.

Section 5 – Category and Endorsement Codes

Code	Description	Endorsement
A62	Crane/Lifting Operations Supervisor	
A63	Pedestrian-operated Tower Crane	A: Up to 36 m – 100 m/fe
A66	Compact Crane	A: Static-stabilisers C: Luffing Static Duties
A67	Tunnel Locomotive	A: Electric - Up to 10 tonnes C: Diesel - Up to 10 tonnes E: Tandem
A68	Plant Driving**	<p>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 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 - loading/unloading 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 - All sizes - non-operational only R: Wheeled rigid chassis - All sizes - loading/unloading S: Non-operational Ride on Roller T: Loading/unloading Ride on Roller</p>

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- CPCS Contact Information
- Category and Endorsement Codes
- Validation Checklist

If you need further information about this logbook or have any other queries about CPCS, please contact us (details in section 5).

Section 1 – Operating Record

About this section

How do I complete this section?

You should fill out this section to record

- When – operating dates
 - the number of operating hours* (Hours)
 - the cumulative hours (Cum) recorded to date
- What – the category of plant or equipment you used**
 - the type of plant or equipment you used
 - the identification number (ID) for the machine which could be the registration number, fleet number or manufacturer’s serial number
- Where – location of where you operated

You should fill in this section regularly, i.e. daily or weekly.

You should complete one set of pages for each category to enable the cumulative hours completed to date to be recorded easily. Please use the tabs provided to separate 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 full contact details.

The endorser must map your operating experience against the declaration on the next page.

* 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 a mobile crane or backhoe loader to and from the site or meal breaks.

**How do role-based categories complete the logbook?

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

Section 5 – Category and Endorsement Codes

Code	Description	Endorsement
A34	Crawler – Tractor/Dozer	
A35	Crawler – Tractor/Side Boom	
A36	Lorry Loader	A: Hook C: Hydraulic Clamp B: Clamshell Bucket
A37	Trencher	
A39	Skip Handler	
A40	Slinger/Signaller	
A41	Loader Compressor	
A42	Crusher	
A43	Screenner	
A44	Concrete Pump Trailer Mounted	
A45	Piling Rig – Driven below 15 tonnes	
A46	Piling Rig – Driven above 15 tonnes	
A47	Piling Rig – Bored below 15 tonnes	
A48	Piling Rig – Bored above 15 tonnes	
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	

Section 5 – Category and Endorsement Codes

Code	Description	Endorsement
A02	Crawler Crane over 10 tonnes	
A04	Tower Crane	A: Trolley jib
A05	Dragline	B: Luffing jib
A06	Concrete Pump - Truck Mounted Boom	Note: LGV licence must be held
A09	Forward Tipping Dumper	A: Wheeled
A10	Excavator 180° below 5 tonnes	
A12	Excavator 180° above 5 tonnes	
A14	Rough Terrain Masted Forklift	
A15	Forklift Side-Loader	
A16	Industrial Forklift Truck	
A17	Telescopic Handler	A: Industrial Telescopic C: All sizes exc. 360° slew B: Up to 9 metres 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	
A26	Mobile Elevating Work Platform – Boom	
A27	Mobile Elevating Work Platform – Mast Climber	A: Vehicle Mounted B: Self-propelled
A30	Piling Rig – Tripod	
A31	Ride on Roller	
A32	Soil/Landfill Compactor	
A33	Agricultural Tractor	

Section 1 – Operating Record

Endorsement Declaration

I 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.

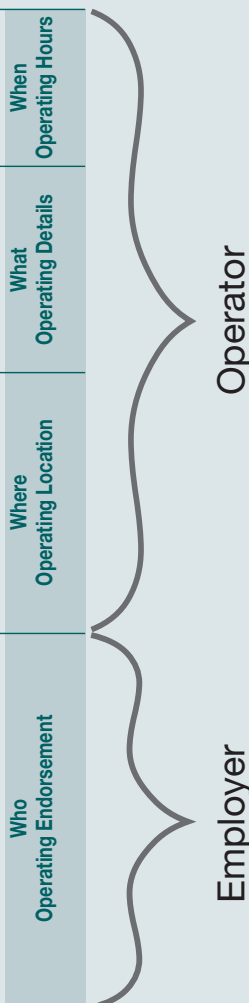
Appointed Person/Crane Supervisor Only

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

Section 1 – Operating Record

Example completed page

Name	Andy Driver	CPCS Card No.	0 1 2 3 9 8 5
Start date	0 7 / 0 3 / 1 1	Start date	1 5 / 0 3 / 1 1
End date	1 2 / 0 3 / 1 1	End date	1 9 / 0 3 / 1 1
Hours	1 4 Cum. 1 4	Hours	2 6 Cum. 4 0
Category	A59	Category	A59
Endorsement	A	Endorsement	A
Make/Model	JCB JS130	Make/Model	JCB JS130
ID Number	N1PD L13	ID Number	N1PD L13
Site Address	Plant Training Ltd Trench Lane Digger Land	Site Address	Back Fill Plenty Muckley Lane Hole Deep
Site Postcode	H43 2AU	Site Postcode	G23 1AB
Name	Sam Sample	Name	Sarah Sample
Position	Site Foreman	Position	Site Manager
Signature	Sam Sample	Signature	Sarah Sample
Company Name	Plant Hire Ltd	Company Name	Deepfill Plc
Company Telephone	01234 987654	Company Telephone	0845 800813



Section 5 – Contact information

CPCS

CPCS Helpline: 0844 815 7274
CPCS Website: www.citb.co.uk/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, PO Box 320, Bircham Newton, King's Lynn
Norfolk, PE31 6WD

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

This source will be able to provide information on:

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

Section 5 – Further Information

About this section

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

- CPCS contact information
- Categories and Endorsement codes
- Validation Checklist

Section 1 – Operating Record

Name	<input type="text"/>	CPCS Card No.	<input type="text"/>	
Start date	<input type="text"/> / <input type="text"/> / <input type="text"/>	Start date	<input type="text"/> / <input type="text"/> / <input type="text"/>	When Operating Hours
End date	<input type="text"/> / <input type="text"/> / <input type="text"/>	End date	<input type="text"/> / <input type="text"/> / <input type="text"/>	
Hours	<input type="text"/> Cum. <input type="text"/>	Hours	<input type="text"/> Cum. <input type="text"/>	
Category	<input type="text"/>	Category	<input type="text"/>	What Operating Details
Endorsement	<input type="text"/>	Endorsement	<input type="text"/>	
Make/Model	<input type="text"/>	Make/Model	<input type="text"/>	
ID Number	<input type="text"/>	ID Number	<input type="text"/>	
Site Address	<input type="text"/>	Site Address	<input type="text"/>	Where Operating Location
Site Postcode	<input type="text"/>	Site Postcode	<input type="text"/>	
Name	<input type="text"/>	Name	<input type="text"/>	Who Operating Endorsement
Position	<input type="text"/>	Position	<input type="text"/>	
Signature	<input type="text"/>	Signature	<input type="text"/>	
Company Name	<input type="text"/>	Company Name	<input type="text"/>	
Company Telephone	<input type="text"/>	Company Telephone	<input type="text"/>	

Section 1 – Operating Record

Name	<input type="text"/>	CPCS Card No.	<input type="text"/>	
Start date	<input type="text"/> / <input type="text"/> / <input type="text"/>	Start date	<input type="text"/> / <input type="text"/> / <input type="text"/>	When Operating Hours
End date	<input type="text"/> / <input type="text"/> / <input type="text"/>	End date	<input type="text"/> / <input type="text"/> / <input type="text"/>	
Hours	<input type="text"/> Cum. <input type="text"/>	Hours	<input type="text"/> Cum. <input type="text"/>	
Category	<input type="text"/>	Category	<input type="text"/>	What Operating Details
Endorsement	<input type="text"/>	Endorsement	<input type="text"/>	
Make/Model	<input type="text"/>	Make/Model	<input type="text"/>	
ID Number	<input type="text"/>	ID Number	<input type="text"/>	
Site Address	<input type="text"/>	Site Address	<input type="text"/>	Where Operating Location
Site Postcode	<input type="text"/>	Site Postcode	<input type="text"/>	
Name	<input type="text"/>	Name	<input type="text"/>	Who Operating Endorsement
Position	<input type="text"/>	Position	<input type="text"/>	
Signature	<input type="text"/>	Signature	<input type="text"/>	
Company Name	<input type="text"/>	Company Name	<input type="text"/>	
Company Telephone	<input type="text"/>	Company Telephone	<input type="text"/>	

Section 4 – Employment Record

Name	<input type="text"/>	CPCS Card No.	<input type="text"/>	
Start date	<input type="text"/> / <input type="text"/> / <input type="text"/>	Start date	<input type="text"/> / <input type="text"/> / <input type="text"/>	When Employment Dates
End date	<input type="text"/> / <input type="text"/> / <input type="text"/>	End date	<input type="text"/> / <input type="text"/> / <input type="text"/>	
Total duration	<input type="text"/>	Total duration	<input type="text"/>	
Nature of business	<input type="text"/>	Nature of business	<input type="text"/>	What Employment Details
Job title/duties	<input type="text"/>	Job title/duties	<input type="text"/>	
Employer Address	<input type="text"/>	Employer Address	<input type="text"/>	Where Employer Location
Site Postcode	<input type="text"/>	Site Postcode	<input type="text"/>	
Name	<input type="text"/>	Name	<input type="text"/>	Who Employer Endorsement
Position	<input type="text"/>	Position	<input type="text"/>	
Signature	<input type="text"/>	Signature	<input type="text"/>	
Company Name	<input type="text"/>	Company Name	<input type="text"/>	
Company Telephone	<input type="text"/>	Company Telephone	<input type="text"/>	

Section 4 – Employment Record

Name	<input type="text"/>	CPCS Card No.	<input type="text"/>
Start date	<input type="text"/> / <input type="text"/> / <input type="text"/>	Start date	<input type="text"/> / <input type="text"/> / <input type="text"/>
End date	<input type="text"/> / <input type="text"/> / <input type="text"/>	End date	<input type="text"/> / <input type="text"/> / <input type="text"/>
Total duration	<input type="text"/>	Total duration	<input type="text"/>
Nature of business	<input type="text"/>	Nature of business	<input type="text"/>
Job title/duties	<input type="text"/>	Job title/duties	<input type="text"/>
Employer Address	<input type="text"/>	Employer Address	<input type="text"/>
Site Postcode	<input type="text"/>	Site Postcode	<input type="text"/>
Name	<input type="text"/>	Name	<input type="text"/>
Position	<input type="text"/>	Position	<input type="text"/>
Signature	<input type="text"/>	Signature	<input type="text"/>
Company Name	<input type="text"/>	Company Name	<input type="text"/>
Company Telephone	<input type="text"/>	Company Telephone	<input type="text"/>

Section 2 – Testing Record

About this section

The purpose of this section is to capture your Testing Record which can be countersigned by the Testing Body to confirm Test Completion.

How do I complete this section?

You should fill out this section to record

- When – the test date and duration
- What – details of the test taken, for example:
 - HS&E Test passes
 - Technical Test passes
 - Renewal Test Passes
- Where – location of where the test was taken

You should fill in this section after each test that you take is passed.

Who can endorse the testing record?

Each entry must be endorsed by the Tester to confirm that you have completed and passed the test as stated. They must provide full contact details.

Section 2 – Testing Record

Name	<input type="text"/>	CPCS Card No.	<input type="text"/>
Test date	<input type="text"/> / <input type="text"/> / <input type="text"/>	Test date	<input type="text"/> / <input type="text"/> / <input type="text"/>
Test duration	<input type="text"/>	Test duration	<input type="text"/>
Site Address		Site Address	
<input type="text"/>		<input type="text"/>	
Test Site Postcode		Test Site Postcode	
<input type="text"/>		<input type="text"/>	
Tester Name		Tester Name	
<input type="text"/>		<input type="text"/>	
Tester Position		Tester Position	
<input type="text"/>		<input type="text"/>	
Tester Signature		Tester Signature	
<input type="text"/>		<input type="text"/>	
Test Centre Name		Test Centre Name	
<input type="text"/>		<input type="text"/>	
Test Centre Telephone		Test Centre Telephone	
<input type="text"/>		<input type="text"/>	

Section 4 – 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 employment 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.

Section 3 – Training Record

Name	<input type="text"/>	CPCS Card No.	<input type="text"/>
Training date	<input type="text"/> / <input type="text"/> / <input type="text"/>	Training date	<input type="text"/> / <input type="text"/> / <input type="text"/>
Training duration	<input type="text"/>	Training duration	<input type="text"/>
			When Training Date
			What Training Details
Test Site Address	<input type="text"/>	Test Site Address	
			Where Training Location
Test Site Postcode	<input type="text"/>	Test Site Postcode	
Trainer Name	<input type="text"/>	Trainer Name	
Trainer Position	<input type="text"/>	Trainer Position	
Trainer Signature	<input type="text"/>	Trainer Signature	
Training Provider Name	<input type="text"/>	Training Provider Name	
Training Provider Telephone	<input type="text"/>	Training Provider Telephone	
			Who Training Endorsement

Section 2 – Testing Record

Name	<input type="text"/>	CPCS Card No.	<input type="text"/>
Test date	<input type="text"/> / <input type="text"/> / <input type="text"/>	Test date	<input type="text"/> / <input type="text"/> / <input type="text"/>
Test duration	<input type="text"/>	Test duration	<input type="text"/>
			When Test Date
			What Test Details
Site Address	<input type="text"/>	Site Address	
			Where Test Location
Test Site Postcode	<input type="text"/>	Test Site Postcode	
Tester Name	<input type="text"/>	Tester Name	
Tester Position	<input type="text"/>	Tester Position	
Tester Signature	<input type="text"/>	Tester Signature	
Test Centre Name	<input type="text"/>	Test Centre Name	
Test Centre Telephone	<input type="text"/>	Test Centre Telephone	
			Who Test Endorsement

Section 3 – Training Record

About this section

The purpose of this section is to capture a record of any training courses, tests or assessments that you have attended or taken.

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

- When – the training date and duration
- What – details of the training, for example:
 - All forms of safety training
 - First aid training
 - Training on additional categories
 - LGV driving training
- Where – location of where the training was taken

You should fill in this section after each training session that you have completed.

Who can endorse the training record?

Each entry must be endorsed by the Trainer to confirm that you have completed the course. They must provide full contact details.

Section 3 – Training Record

Name	<input type="text"/>	CPCS Card No.	<input type="text"/>
Training date	<input type="text"/> / <input type="text"/> / <input type="text"/>	Training date	<input type="text"/> / <input type="text"/> / <input type="text"/>
Training duration	<input type="text"/>	Training duration	<input type="text"/>
Test Site Address		Test Site Address	
<input type="text"/>		<input type="text"/>	
Test Site Postcode		Test Site Postcode	
<input type="text"/>		<input type="text"/>	
Trainer Name		Trainer Name	
<input type="text"/>		<input type="text"/>	
Trainer Position		Trainer Position	
<input type="text"/>		<input type="text"/>	
Trainer Signature		Trainer Signature	
<input type="text"/>		<input type="text"/>	
Training Provider Name		Training Provider Name	
<input type="text"/>		<input type="text"/>	
Training Provider Telephone		Training Provider Telephone	
<input type="text"/>		<input type="text"/>	