

Terms used in the logbook and what they mean

Total to date

Total accumulative hours recorded to date.

Category

Category code of plant. (Refer to the category code list found in your logbook).

Endorsement

Category endorsement. (Refer to the category code list found in your logbook).

Site address

Location of work.

Operating endorsement

A signature from a supervisor, manager or foreman to confirm the work you have done.

If you need any help, call the **CPCS Helpline** on

0844 815 7274

New logbooks can be purchased from CPCS on **0844 815 7274**.

Download FREE logbook pages at

citb.co.uk/cpcdownloads

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CARD SCHEMES

How to fill in your CPCS logbook



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CPCS Helpline
0844 815 7274

When you first receive your logbook

- Put your photo and name on the front page
- Write your CPCS Card number, expiry date and sign the inside of the front page.

How to complete your logbook

- Use the dividers to separate the operating record into the number of categories held on your card
- Record your entries on a regular basis. You need a minimum of 300 plant operating hours, per category, per five year card. An average of five hours per month
- Record 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.
- Only enter plant operating hours, this can include pre-use and shutdown checks, and configuring work (but must not include when driving to and from the site or meal breaks and downtime).
- Record both the make and model for each item of plant
- Make sure the operating endorsement is signed by your supervisor, manager or foreman.

Hints and tips

- If you have more than one category endorsement, e.g. **A59A – 360 Excavator above 10 tonne tracked and A59B 360 Excavator above 10 tonne wheeled**, then you don't need to record 300 hours on both; you need to record 270 hours minimum on one and 30 on the other
- When your logbook is full, you can download additional pages free of charge from the CITB website or buy a refill pack by calling **0844 815 7274**
- Don't just stop at 300 hours as it's a really good record of your experience
- Keep a record of your employment details for future reference.
- Keep records of all your training, testing and assessments by downloading pages at **citb.co.uk/cpcsdnloads** - Operating record pages can also be found here, all free to download.

Download additional pages at **citb.co.uk/cpcsdnloads** or call **0844 815 7274** for a refill pack

How to renew your CPCS Card

- Pass the CITB Health, safety and environment test within the last two years of CPCS receiving your renewal application
- Pass the relevant renewal test(s)
- Take your completed CPCS logbook and *Application to renew a CPCS Competent Operator Card* to your CPCS Approved Company Validator. They will validate your application form on the basis that you have met the renewal criteria
- Send your completed renewal application form to CPCS for processing, but do not send in your completed logbook (unless requested by CITB).

Quality Assurance and Verification

- Keep your logbook safe. CITB may request your completed logbook for quality assurance and verification purposes prior to or upon your renewal application submission.

When you receive your renewed Competent Operator Card

- Start recording a new running total of hours in your logbook. You can continue in the same logbook or download additional pages free of charge from the CITB website **citb.co.uk/cpcsdnloads**
- You can buy a new logbook, by calling the CPCS Helpline on **0844 815 7274**.

