

# CP Construction Plant CS Competence Scheme

Attach photograph  
of yourself here  
and cover with  
clear adhesive flap

Failure to complete this page may result in you not being able to renew your Competent Operator Card as CITB will be unable to identify that this Logbook belongs to you.

## Plant Operator Logbook

Name

## 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 – CITB may request your completed logbook for Quality Assurance & Verification purposes prior to or upon your renewal application form submission.

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

## Contents

Section 1 – Operating Record

Section 2 – Employment Record

Section 3 – Further information

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

If you need further information about this logbook or have any other queries about CPCS, please contact us (details in section 3).

# 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 total cumulative hours (Total to date) recorded to date
- 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.

You should complete one set of pages for each category to enable the total 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 to and from the site or meal breaks.

# 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

**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: [www.citb.co.uk/cpcsdownloads](http://www.citb.co.uk/cpcsdownloads)

# 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	Hours	2 6
Total to date	1 4	Total to date	4 0
Category	A59	Category	A59
Endorsement	A	Endorsement	A
Make/Model	JCB JS130	Make/Model	JCB JS130
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
Full Name	Sam Sample	Full 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

Operator

Employer

**Note:** Each box must be completed for each entry in full (the use of ditto marks is not acceptable). Failure to do so may result in that entry not being accepted if your logbook is requested by CITB for Quality Assurance & Verification purposes.

# Section 1 – Operating Record

Name		CPCS Card No.	
Start date		Start date	
End date		End date	
Hours		Hours	
Total to date		Total to date	
Category		Category	
Endorsement		Endorsement	
Make/Model		Make/Model	
Site Address		Site Address	
Site Postcode		Site Postcode	
Full Name		Full Name	
Position		Position	
Signature		Signature	
Company Name		Company Name	
Company Telephone		Company Telephone	

**Note:** Each box must be completed for each entry in full (the use of ditto marks is not acceptable). Failure to do so may result in that entry not being accepted if your logbook is requested by CITB for Quality Assurance & Verification purposes.

## Section 1 – Operating Record

Name	<input type="text"/>	CPCS Card No.	<input type="text"/>	
Start date	<input type="text"/>	Start date	<input type="text"/>	When Operating Hours
End date	<input type="text"/>	End date	<input type="text"/>	
Hours	<input type="text"/>	Hours	<input type="text"/>	
Total to date	<input type="text"/>	Total to date	<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"/>	
Site Address	<input type="text"/>	Site Address	<input type="text"/>	Where Operating Location
Site Postcode	<input type="text"/>	Site Postcode	<input type="text"/>	
Full Name	<input type="text"/>	Full 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"/>	

**Note:** Each box must be completed for each entry in full (the use of ditto marks is not acceptable). Failure to do so may result in that entry not being accepted if your logbook is requested by CITB for Quality Assurance & Verification purposes.

## Section 1 – Operating Record

Name	<input type="text"/>	CPCS Card No.	<input type="text"/>	
Start date	<input type="text"/>	Start date	<input type="text"/>	When Operating Hours
End date	<input type="text"/>	End date	<input type="text"/>	
Hours	<input type="text"/>	Hours	<input type="text"/>	
Total to date	<input type="text"/>	Total to date	<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"/>	
Site Address	<input type="text"/>	Site Address	<input type="text"/>	Where Operating Location
Site Postcode	<input type="text"/>	Site Postcode	<input type="text"/>	
Full Name	<input type="text"/>	Full 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"/>	

**Note:** Each box must be completed for each entry in full (the use of ditto marks is not acceptable). Failure to do so may result in that entry not being accepted if your logbook is requested by CITB for Quality Assurance & Verification purposes.

## Section 1 – Operating Record

Name	<input type="text"/>	CPCS Card No.	<input type="text"/>	
Start date	<input type="text"/>	Start date	<input type="text"/>	When Operating Hours
End date	<input type="text"/>	End date	<input type="text"/>	
Hours	<input type="text"/>	Hours	<input type="text"/>	
Total to date	<input type="text"/>	Total to date	<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"/>	
Site Address	<input type="text"/>	Site Address	<input type="text"/>	Where Operating Location
Site Postcode	<input type="text"/>	Site Postcode	<input type="text"/>	
Full Name	<input type="text"/>	Full 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"/>	

**Note:** Each box must be completed for each entry in full (the use of ditto marks is not acceptable). Failure to do so may result in that entry not being accepted if your logbook is requested by CITB for Quality Assurance & Verification purposes.

## Section 2 – 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 2 – Employment Record

Name	<input type="text"/>	CPCS Card No.	<input type="text"/>	
Start date	<input type="text"/>	Start date	<input type="text"/>	<b>When Employment Dates</b>
End date	<input type="text"/>	End date	<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"/>	<b>What Employment Details</b>
Job title/duties	<input type="text"/>	Job title/duties	<input type="text"/>	
Employer Address	<input type="text"/>	Employer Address	<input type="text"/>	<b>Where Employer Location</b>
Site Postcode	<input type="text"/>	Site Postcode	<input type="text"/>	
Full Name	<input type="text"/>	Full Name	<input type="text"/>	<b>Who Employer Endorsement</b>
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 – Employment Record

Name	<input type="text"/>	CPCS Card No.	<input type="text"/>	
Start date	<input type="text"/>	Start date	<input type="text"/>	<b>When Employment Dates</b>
End date	<input type="text"/>	End date	<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"/>	<b>What Employment Details</b>
Job title/duties	<input type="text"/>	Job title/duties	<input type="text"/>	
Employer Address	<input type="text"/>	Employer Address	<input type="text"/>	<b>Where Employer Location</b>
Site Postcode	<input type="text"/>	Site Postcode	<input type="text"/>	
Full Name	<input type="text"/>	Full Name	<input type="text"/>	<b>Who Employer Endorsement</b>
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 3 – 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
- Supplementary pages
- Category and Endorsement codes

## Section 3 – CPCS contact information

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### CPCS

CPCS Helpline: 0844 815 7274  
CPCS Website: [www.citb.co.uk/cpcs](http://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?
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### Mailing Address:

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

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### Health, safety and environment test

HS&E Booking number: 0344 994 4488  
HS&E Website: [www.citb.co.uk/hsandetest](http://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](http://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
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### CITB Grant

Grant Website: [www.citb.co.uk/grant](http://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 3 – Supplementary Pages

CITB Website: [www.citb.co.uk/cpcsdownloads](http://www.citb.co.uk/cpcsdownloads)

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 further Logbooks or pages, please call our CPCS Helpline.

## Section 3 – Category and Endorsement Codes

Code	Description	Endorsement
A02	Crawler Crane over 10 tonnes	
A04	Tower Crane	<b>A:</b> Trolley Jib – Cab controlled <b>C:</b> Trolley Jib – Remote controlled
A05	Dragline	
A06	Concrete Pump - Truck Mounted Boom	<b>Note:</b> LGV licence must be held
A09	Forward Tipping Dumper	<b>A:</b> 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	<b>A:</b> Industrial Telescopic <b>C:</b> All sizes exc. 360° slew <b>E:</b> Suspended Loads (Non-rough terrain)
A18	Reach Truck	
A19	Grader	
A20	Hoist	<b>A:</b> Rack & Pinion Goods <b>C:</b> Rope operated goods
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	<b>A:</b> Vehicle Mounted
A30	Piling Rig – Tripod	
A31	Ride on Roller	
A32	Soil/Landfill Compactor	
A33	Agricultural Tractor	

## Section 3 – Category and Endorsement Codes

Code	Description	Endorsement
A34	Crawler – Tractor/Dozer	
A35	Crawler – Tractor/Side Boom	
A36	Lorry Loader	<b>A:</b> Hook <b>C:</b> Hydraulic Clamp
A37	Trencher	
A39	Skip Handler	
A40	Slinger/Signaller	<b>A:</b> All types – All Duties <b>C:</b> Knuckle Boom – Static Duties Only <b>E:</b> Lift truck only
A41	Loader Compressor	
A42	Crusher	
A43	Screener	
A44	Concrete Pump Trailer Mounted	
A45	Piling Rig – Driven below 20 tonnes	
A46	Piling Rig – Driven above 20 tonnes	
A47	Piling Rig – Bored below 20 tonnes	
A48	Piling Rig – Bored above 20 tonnes	
A49	Loader/Securer – non-STGO	<b>A:</b> Non-LGV
A50	Loader/Securer – STGO	
A56	Dump Truck – Articulated Chassis	<b>A:</b> Up to 15 tonnes
A57	Dump Truck – Rigid Chassis	<b>A:</b> Up to 15 tonnes <b>C:</b> All sizes (wheeled)
A58	Excavator 360° below 10 tonnes	<b>A:</b> Tracked <b>C:</b> Lifting Operations
A59	Excavator 360° above 10 tonnes	<b>A:</b> Tracked <b>C:</b> Lifting Operations
A60	Mobile Crane	<b>A:</b> Blocked duties only <b>C:</b> All Duties
A61	Appointed Person – Lifting Operations	

## Section 3 – Category and Endorsement Codes

Code	Description	Endorsement
A62	Crane/Lifting Operations Supervisor	
A63	Pedestrian-operated Tower Crane*	<b>A:</b> Up to 36 m – 100 m/te <b>B:</b> Inclined jib
A64	Overhead Travelling Crane	<b>A:</b> Remote Operated control <b>B:</b> Fixed Cab Control
A66	Compact Crane	<b>A:</b> Static-stabilisers <b>C:</b> Luffing Static Duties <b>B:</b> Mobile Industrial <b>D:</b> 360 – Pick and Carry
A67	Tunnel Locomotive	<b>A:</b> Electric - Up to 10 tonnes <b>C:</b> Diesel - Up to 10 tonnes <b>E:</b> Tandem <b>B:</b> Electric - All Sizes <b>D:</b> Diesel - All sizes
A68	Plant Driving**	<b>A:</b> Tracked boom equipped - Up to 10 tonnes - non-operational only <b>B:</b> Tracked boom equipped - Up to 10 tonnes - loading/unloading <b>C:</b> Tracked boom equipped - Up to 50 tonnes - non-operational only <b>D:</b> Tracked boom equipped - Up to 50 tonnes - loading/unloading <b>E:</b> Tracked boom equipped - All sizes - non-operational only <b>F:</b> Tracked boom equipped - All sizes - loading/unloading <b>G:</b> Tracked (blade/shovel) - Up to 20 tonnes - non-operational only <b>H:</b> Tracked (blade/shovel) - Up to 20 tonnes - loading/unloading <b>I:</b> Tracked (blade/shovel) - All sizes - non-operational only <b>J:</b> Tracked (blade/shovel) - All sizes - loading/unloading <b>K:</b> Wheeled articulated chassis - Up to 15 tonnes - non-operational only <b>L:</b> Wheeled articulated chassis - Up to 15 tonnes - loading/unloading <b>M:</b> Wheeled articulated chassis - All sizes - non-operational only <b>N:</b> Wheeled articulated chassis - All sizes - loading/unloading <b>O:</b> Wheeled rigid chassis - Up to 15 tonnes - non-operational only <b>P:</b> Wheeled rigid chassis - Up to 15 tonnes - loading/unloading <b>Q:</b> Wheeled rigid chassis - All sizes - non-operational only <b>R:</b> Wheeled rigid chassis - All sizes - loading/unloading <b>S:</b> Non-operational Ride on Roller <b>T:</b> Loading/unloading Ride on Roller

# Section 3 – Category and Endorsement Codes

Code	Description	Endorsement
A71	Soil Stabiliser	<b>A:</b> Self Propelled <b>C:</b> Spreader Self Propelled <b>B:</b> Towed
A72	Static Concrete Placing Boom	<b>A:</b> Up to 13 metres <b>B:</b> All sizes
A73	Plant & Vehicle Marshaller	
A74	Piling Rig Attendant	
A75	Conveying Pump	<b>A:</b> Pneumatic – All Types <b>C:</b> Worm/piston Pump (up to 50 mm outlet) with mixer <b>B:</b> Worm/Piston Pump (up to 50 mm outlet) without mixer
A78	Vacuum Excavator	<b>A:</b> Trailer – Manual Arm <b>C:</b> Non-LGV – Manual arm <b>E:</b> LGV – Semi powered arm <b>B:</b> Trailer – Semi powered arm <b>D:</b> Non-LGV – Semi powered arm <b>F:</b> LGV – Fully powered arm
D90	Demolition Plant	<b>A:</b> Materials processing <b>C:</b> Demolishing up to 15 metres <b>E:</b> Demolishing all heights <b>B:</b> Up to 10 tonnes <b>D:</b> Demolishing up to 30 metres <b>F:</b> Lifting operations
D91	Demolition Plant – Pedestrian Operated	<b>A:</b> 180° slew <b>B:</b> All types
D92	Demolition Operations – Skid Steer Tool Carrier	<b>A:</b> Demolition Operations – extracting <b>B:</b> Demolition Operations – demolishing

**\* A63 – Pedestrian Operated Tower Crane:** The release of the A04C – Tower Crane Trolley Jib – Remote Controlled category supersedes A63A to B. A63 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.