

## Validator advisory checklist

- Ensure that the operator's photograph, name, registration number and signature have been attached/completed on the front pages.
- Check the logbook to ensure that sufficient hours – a minimum of 300 hours per category and, where the category has an endorsement, at least 30 hours on each endorsement – have been recorded per category/endorsement.
- Ensure that the operator has completed the logbook as required and that you are confident that the information recorded is accurate and genuine.
- Cross reference categories held on their CPCS Card against the hours recorded in the logbook.
- Check that the operator endorsements have been fully completed and signed by the appropriate person(s).
- For the yellow logbook, check that all work confirmations have been signed and completed by the appropriate person(s) and that the employer endorsement has been completed and signed by the appropriate person.
- Where category endorsements are held, e.g. A59A, A59B, ensure that they have been recorded separately with separate accumulative hours and that the percentage requirement has been met.
- If the logbook is incomplete or completed incorrectly then you must advise the operator on how it should be completed.
- Do not apply for categories where the hours have not been achieved unless On Site Assessments have been undertaken and achieved via a CPCS registered Test Centre, alternatively do not list them on the application form and they will be banked.
- Complete the validator checklist within the logbook.
- If there are any doubts about the logbook entries, you must raise this matter with the operator before proceeding with the validation and submission of the application.
- Ensure correct completion of the *Application to renew a CPCS Competent Operator Card F1-3* form. The reverse of the form notes the exact renewal criteria and completion requirements.
- Co-operate with CPCS staff on request of a logbook audit and provide any supporting evidence that may be requested.
- Ensure you update validator details, i.e. change of company address and contact details.

If you are in any doubt about your role and responsibilities, please contact:

**CPCS Helpline on 0844 815 7274**

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