

# How to fill in your CPCS logbook

## Prove your experience

CPCS Helpline  
**0844 815 7274**

CP Construction Plant  
CS Competence Scheme



Plant Operator Logbook

Name

Andy Driver



## 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. That's an average of five hours per month
- 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
- Only enter the hours when the item of plant is actually being operated (which can include pre-use and shutdown checks, and configuring for work)
- Record 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 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 your logbook safe for auditing purposes, should it be requested by a logbook monitor for inspection
- Keep a record of your employment and training details for future reference.

Download additional pages at [citb.co.uk/cpcsdownloads](https://www.citb.co.uk/cpcsdownloads) or call **0844 815 7274** for a refill pack

### How to renew your CPCS Card

- Pass the appropriate Health, safety and environment (HS&E) test within the last two years of CPCS receiving your renewal application
- Pass the relevant renewal test(s), a mandatory requirement since 1 October 2013 for Blue cardholders whose cards expire after this date
- Take your completed CPCS logbook and *Application to renew your Competent Operator Card* to your company approved validator. They will validate your application form on the basis that you have met the criteria
- Send your completed form to CPCS for processing. Do not send in your logbook as it is your property and proof of your experience. You may need to surrender your logbook for CPCS auditing purposes.

### 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 from the CITB website [citb.co.uk/cpcdownloads](http://citb.co.uk/cpcdownloads)
- You can buy a new one if needed by contacting the CPCS helpline on **0844 815 7274**.



## Terms used in the logbook and what they mean

### Cum

Accumulative. The running total of hours for each category.

### Category

Category code of plant. (Refer to the category code list).

### Endorsement

Category endorsement. (Refer to the category code list).

### ID number

The registration plate number or plant ID number.

### 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**

**Keep your logbook safe.** New logbooks cost £15 and  
can be purchased from CPCS on **0844 815 7274**.

Download FREE logbook pages at  
**[citb.co.uk/cpcdownloads](https://citb.co.uk/cpcdownloads)**