

The IPAF Log Book

A friend of the Safety Manager

Mike Palmer

Regional QHSE & Training Manager

 **Rapid Access**

A **LOXAM** Company

Why do we need a log book?

**Are you trained to use
this equipment?
If not, you should be!**

Ask your rental company about IPAF training.
www.ipaf.org



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- Record of Initial Training
- Evidence of training until certificate & PAL Card arrive
- Permit to Use
- Log of Machines familiarized on
- Log of Experience
- Proof of competence

Record of Initial Training

- Date of training
- Name of trainer for traceability
- Location of training
- Contact details for trainer and IPAF Centre for follow up questions
- Categories trained on
- Machine models trained on





Evidence of Training

- The IPAF Log book can be recognized and used as a record of training and basic competence in the period following completion of the assessed course, whilst awaiting the printing of card and certificate, and delivery.
- Safety Managers may consider this a more valid form of certification



Permit to use

- Site based testing
- 3rd Party Verification
- Confirmation of skills
- Reduction in unauthorized users
- Competency based assessments

Record Keeping

Additional Training

| Date | Course | Provider |
|------|--------|----------|
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Permit-to-use

The holder of this log book is permitted to operate the MEWP/MCWP machine types listed on the accompanying PAL Card.

He/she is obliged to observe and comply with all relevant health and safety regulations, manufacturer's operators' manuals, work site rules and traffic regulations.

The permit-to-use and the training do not substitute the specific familiarisation for each machine.

| Date | Employer's Signature | Company |
|------|----------------------|---------|
| | | |
| | | |
| | | |



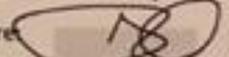
Log of machines familiarised on



Just a small selection of manufacturers



Experience

| PAL card no: | Description of work/machine familiarisation | Reportable accidents or incidents | Site address or location | Site/Project Manager or Safety Officer: Please check PAL card no. and details opposite, then validate with your signature and/or company stamp. |
|---|---|-----------------------------------|---|---|
| Machine type & model: Snorkel 3b ATB50 Date of work/machine familiarisation 17-25 March 2008 | Sub contract roof sheet fixing at eaves height of 5m. Completed satisfactorily. | No Reportable incidents. | Busyness Industrial Estate, Profit Way, Goodtown, Countyshire. | Company: Al Steel Frames Ltd Signature: Stanley Safety Print name: STANLEY SAFETY Job title: Project Manager Head office tel: 0111 123456 |
| Machine type & model: 3a Genie CS32 Date of work/machine familiarisation 5/11/18 | IPAF CONFERENCE DEMO | NIL | MCDAN HOTEL | Company: IPAF Signature:  Print name: MIKE PAWLCEK Job title: IPAF TRAINER 5833 Head office tel: 800 222 377 |
| Machine type & model: Date of work/machine familiarisation | | | | Company: Signature: Print name: Job title: Head office tel: |
| Machine type & model: Date of work/machine familiarisation | | | | Company: Signature: Print name: Job title: Head office tel: |

MEWP control design varies



www.ipaf.org



A selection
of
differences

Employers Duty

Familiarisation / Self Familiarisation



www.ipaf.org

IPAF F1: It is the employer's responsibility to ensure that all operators using equipment are adequately trained and familiarised.

Required when using a machine which differs significantly from the training you have received. (E.g. weight, height, width, length or complexity).

Machine-specific familiarisation should follow on from basic training and cover:

- Manufacturer's instructions and warnings
- Features of the specific model
- Control functions
- Safety devices
- Emergency lowering procedures

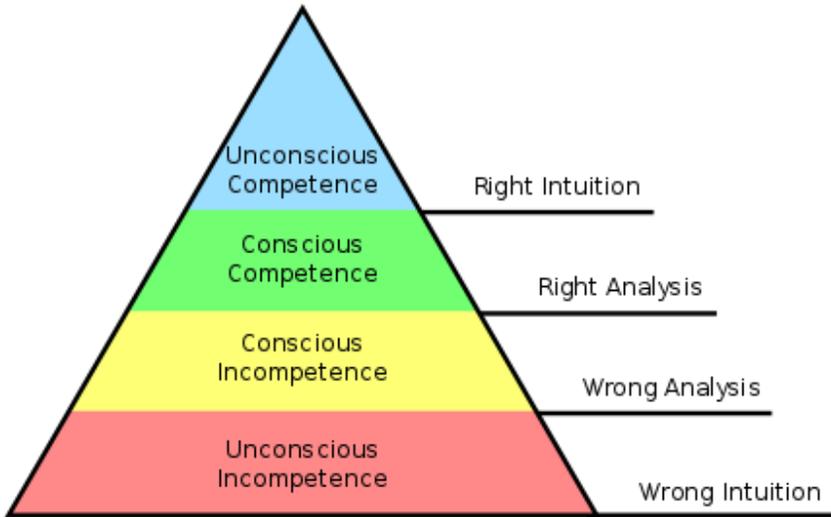
All of the above are to be found in the information supplied with the machine.

The image shows the cover of an IPAF Technical Guidance document titled 'Familiarisation'. The cover features the IPAF logo at the top left and a stylized 'Z' logo at the top right. Below the logos, the title 'Familiarisation' is prominently displayed. The cover includes a list of bullet points under the heading 'Machine specific familiarisation should follow on from basic training and cover:'. The bullet points are: 'Manufacturer's instructions and warnings', 'Features of the specific model', 'Control functions', 'Safety devices and', and 'Emergency lowering procedures'. Below the list, there is a note: 'All of the above are to be found in the information supplied with the machine.' At the bottom of the cover, there is contact information for IPAF, including the address 'IPAF, New Oak Brewery, Wigan, Greater Manchester, M17 1PL, UK', phone number '+44 (0)1925 647444', fax number '+44 (0)1925 646666', and email 'info@ipaf.org'. The IPAF logo is repeated at the bottom right, along with the tagline 'The world's authority in powered access' and the website 'www.ipaf.org'. The CPA logo is also visible at the bottom left.

Log of Experience

- Complex Tasks
- High level work
- 27m plus machinery
- Fitting task to experience level
- Structural Steel and entrapment risks
- Rough terrain work
- Limited Access or tight space activities
- Sim Ops



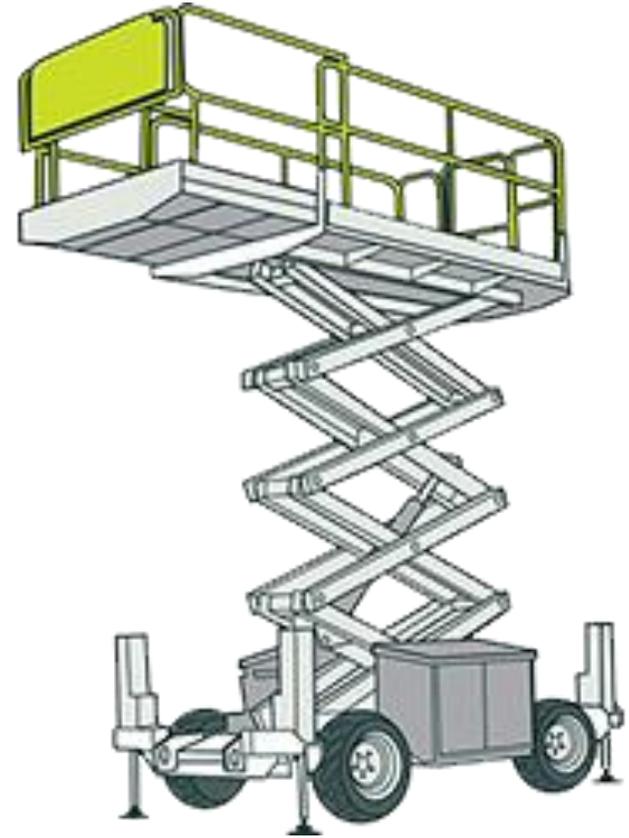


Hierarchy of Competence

Proof of competence

- Theoretical & Practical based knowledge
- Experience of carrying out tasks
- Confidence in ability and fitness to carry out task





Summary
