



Continuous Professional Development (CPD)
Record and Operator Logbook

npors.com

REASONS FOR ACCREDITATION

This booklet is specifically designed to help you to keep an up to date record of your continuous professional development (CPD) in the workplace. It will allow you to record your operating hours on the categories of machinery for which you have been trained / tested in accordance with legislation.

The NPORS operator card is proof that training/testing has taken place and that you have proved a degree of skill, knowledge and experience. Building competence however is an ongoing process and is developed over time. This document will allow you and your employer to keep accurate and comprehensive records of your skills, knowledge and experience by evidencing the time you spend operating the plant machinery listed on your NPORS operator card.

This document will also record any further training and development, assessments etc. that you receive during the life of your card providing evidence of your growing skills, knowledge and experience along the pathway towards competence.

The CPD record and operator logbook is issued free of charge at the point of issue of your NPORS/CSCS Competent Operator card.

Should you require further pages for each section please visit **npors.com** in order to download the extra pages that you need.

If you require a hard copy replacement please contact:

NPORS P.O. Box 204
Northwich, Cheshire, CW9 7FY.

t: 01606 351240

e: info@npors.com **npors.com**

YOUR DETAILS

In this section you should record your details in the Operator Details box.

You should also record your employer details in the Employer Details box giving as much information as possible.

You should include your dates of employment and the job function you are employed to carry out.

Details of any previous employment can be recorded in the boxes provided on page 4 and additional pages are available to download at npors.com.

This information is important as it helps to map your employment history and experience and could be very useful to a new employer should you change employment.

Operator Details

Forename(s)	
Surname	
Address	
	Postcode
Telephone	Mobile
Email	
D.O.B.	NPORS Reg. No.

EMPLOYMENT RECORD

Employer Details

Forename(s)	Surname
Address	
	Postcode
email	Telephone
Job role	From To

Employer Details

Forename(s)	Surname
Address	
	Postcode
email	Telephone
Job role	From To

YOUR TRAINING RECORD

In this section you should record the details of any training courses, tests or assessments that you have attended.

This information is very important as it will help to evidence your ongoing training and development in the workplace.

Please ensure that you complete this section as fully as possible so as to ensure that the maximum amount of information is recorded. You should record the dates that the training took place and the duration of the course as well as the date(s) of any tests or assessments (theory and or practical).

Record the nature of the training, testing or assessment i.e. was it a health and safety training course or were you being trained and tested on additional machine categories.

Training Date(s) From / / To / / Duration day(s)	Type of Training	Training Location with Postcode	Instructor Name and Signature	Training Provider details with Contact Number
Training Date(s) From / / To / / Duration day(s)	Type of Training	Training Location with Postcode	Instructor Name and Signature	Training Provider details with Contact Number
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YOUR RECORD OF OPERATION

In this section you should record your work activities using the machinery listed on your NPORS Operator card. Record when and where you operated and the category(s) of the machine(s) that you used.

In addition to the above also record the number of hours you have operated each category for and keep a record of the total number of hours accrued for each category.

If you hold Appointed Person and or Crane Supervisor on your NPORS card you should record the type of lifts that you have planned or supervised.

Each entry you make in this section must be validated by someone within the employing organisation who can confirm that the details are accurate and correct.

The validation can be carried out by a supervisor, site or project manager.

Dates and hours	Machine make and model	Description of work undertaken	Site address or Location with postcode	I confirm that the entries made are accurate and true
Category: C204 From: 11/01/2024 To: 15/01/2024 Hours: 20 Accrued: 20	Make: Benford Model: PT 9000	Receiving loads (sand) and transporting loads to work area. Depositing at work area for spreading.	Name: Build Support Street: Forklift Lane City: Stoneworth County: Chipping Postcode: CH1 1PP	Name: Ex Ample Company: Build Support Title: Site Foreman Tel: 07123 456789 Signature:
Category: From: To: Hours: Accrued:	Make: Model:		Name: Street: City: County: Postcode:	Name: Company: Title: Tel: Signature:
Category: From: To: Hours: Accrued:	Make: Model:		Name: Street: City: County: Postcode:	Name: Company: Title: Tel: Signature:
Category: From: To: Hours: Accrued:	Make: Model:		Name: Street: City: County: Postcode:	Name: Company: Title: Tel: Signature:

Dates and hours	Machine make and model	Description of work undertaken	Site address or Location with postcode	I confirm that the entries made are accurate and true
Category:	Make:		Name:	Name:
From:			Street:	Company:
To:	Model:		City:	Title:
Hours:			County:	Tel:
Accrued:			Postcode:	Signature:
Category:	Make:		Name:	Name:
From:			Street:	Company:
To:	Model:		City:	Title:
Hours:			County:	Tel:
Accrued:			Postcode:	Signature:
Category:	Make:		Name:	Name:
From:			Street:	Company:
To:	Model:		City:	Title:
Hours:			County:	Tel:
Accrued:			Postcode:	Signature:
Category:	Make:		Name:	Name:
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Hours:			County:	Tel:
Accrued:			Postcode:	Signature:
Category:	Make:		Name:	Name:
From:			Street:	Company:
To:	Model:		City:	Title:
Hours:			County:	Tel:
Accrued:			Postcode:	Signature:
Category:	Make:		Name:	Name:
From:			Street:	Company:
To:	Model:		City:	Title:
Hours:			County:	Tel:
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Accrued:			Postcode:	Signature:
Category:	Make:		Name:	Name:
From:			Street:	Company:
To:	Model:		City:	Title:
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To:	Model:		City:	Title:
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From:			Street:	Company:
To:	Model:		City:	Title:
Hours:			County:	Tel:
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From:			Street:	Company:
To:	Model:		City:	Title:
Hours:			County:	Tel:
Accrued:			Postcode:	Signature:
Category:	Make:		Name:	Name:
From:			Street:	Company:
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Hours:			County:	Tel:
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From:			Street:	Company:
To:	Model:		City:	Title:
Hours:			County:	Tel:
Accrued:			Postcode:	Signature:
Category:	Make:		Name:	Name:
From:			Street:	Company:
To:	Model:		City:	Title:
Hours:			County:	Tel:
Accrued:			Postcode:	Signature:

NPORS CATEGORY LIST

Code	Category	✓
Forklift Trucks		
C001	Industrial Counterbalance Lift Truck	
C003	Reach Truck	
C004	Lorry Mounted Lift Truck	
C006	Side Loader	
C009	Rough Terrain Lift Truck	
C010	Telescopic Handler	
C135	Multi Directional Lift Truck	
Excavating / Extracting Machines		
C201	Excavator 180°	
C202	Excavator 360°	
C203	Trencher	
C206	Loader / Compressor	
C209	Loading Shovel	
C212	Skidsteer Loader	
C215	Dozer	
C223	Scraper	
C021	Suction Excavator	
C116	Dragline	
C016	Micro Excavator	

Code	Category	✓
Cranes and Specialist Lifting		
C138	Telescopic Handler Suspended Loads	
C101	Mobile Crane	
C102	Tower Crane	
C103	Crawler Crane	
C104	Overhead Crane	
C107	Lorry Loader	
C242	Sideboom	
C114	Overhead Container Gantry Crane	
C115	Remote Control Tower Crane	
C111	Hoist	
C140	Compact / Mini Crane	
C100	Excavator as a Crane	
Cranes and Specialist Lifting		
C401	Appointed Person BS7121	
C405	Crane / Lift Supervisor	
C402	Slinger / Signaller	

Code	Category	✓
Transporting Loads		
C211	Concrete Pump (Mobile)	
C204	Forward Tipping Dumper	
C139	Forward Tipping Mini Dumper	
C205	Rear Dump Truck	
C601	Agricultural Tractor	
Accessing Equipment		
C108	M.E.W.P Boom	
C109	M.E.W.P Scissor Lift	
C119	M.E.W.P Mast Climber	
Processing Equipment		
C207	Crusher	
C208	Screener	

Code	Category	✓
Piling Operations		
C221	Piling Rig	
C022	Piling Rig Attendant	
Compacting Equipment		
C214	Road Roller	
C224	Landfill Compactor	
Constructing and Forming		
C240	Grader	
Guiding and Directing		
C027	Excavation Marshall - Banksperson	
C133	Plant Machinery Marshal	
C403	Vehicle Marshal	
Miscellaneous		
C721	Static Concrete Placing Boom	
C120	Plant Loader & Securer	
C132	Plant Mover Non-Operational Duties	

NOTES

[illegible]

Additional record pages are available
to download from **npors.com**



About NPORS

Founded in 1992, NPORS was formed to challenge the status quo within the construction industry and are as dedicated to the goal of ensuring standards today as the day it all began.

NPORS stands firm on the principles it was founded on; supporting industry, regulated training and testing, consistent improvement, equal opportunities and transparency about how we work. Since it's beginnings, NPORS has continued to progress to be a trusted and recognised name in the industry, offering employers a credible training alternative.

Support and Standards You can Count On



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