NPORS®
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)	Type of Training	Training Location with Postcode	Instructor Name and Signature	Training Provider details with Contact Number
From / / To / / Duration day(s)				
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:
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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

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

npors.com | **e:** info@npors.com | **t:** 01606 351240

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

NPORS PO Box 204, Northwich, Cheshire CW9 7FY.
t: 01606 351240 **e:** info@npors.com **npors.com**