

Operational Experience Log Book

Standard & Advanced Boiler Reciprocating Steam Engine Steam Turbine

ST-V3 January 2016

Licensed Work Code:
Trainee's Name:
Trainee's Date Of Birth:
Trainee's Employer Name:
<i>Note: Trainee must be over 18 years of age to apply for a HRW licence</i>

Steam Training partners with Go-Train Industry Pty Ltd (RTO: 20812) to provide this HRW Training
www.gotrain.com.au

'Steam Training' is an operating arm of LearnPRN Pty Ltd ABN 16 104 943 437

Introduction - High Risk Work Licence Log Book(s)

A written learning record (log book) should be completed by a trainee to record HRW licence experience during training.

We will assist the employer and yourself to identify and develop suitable evidence collection and recording methods, ensuring that the correct format and completion of the log book is followed.

The log book should be used by the trainee and supervisor to record the informal training and operational experience obtained in the workplace irrespective of whether the training is going to be provided by workplace trainers or RTO trainers. Workplace experience in the operation of plant should be treated as informal learning for a trainee.

A log book should identify workplace training & experience including:

- the scope of work performed by the trainee
- the date on which the work was performed
- the type of plant used or operated for the performance of the work
- the date the training was completed
- the name and number of the licence or certificate held by the person supervising the training
- the level of informal learning deemed necessary by the supervisor for the trainee and reasons for the decision.

The information recorded in the log book will be used by the HRW Licence assessor assisting in determining the trainee's readiness for assessment, therefore entries must be legible, detailed enough to show the full experiences received and be able to be validated for authenticity by the Assessor or RTO. A trainee undertaking training simultaneously on different plant should keep a separate log book for each type of activity being sought. I.e. one log book for BS, and another for ES

The log book is an important document the trainee should keep throughout their training. It contains a record of all the experience obtained and needs to be signed by the trainee, the licensed supervisor and the assessor and kept updated at all times.

What happens after training and workplace experience?

The decision about whether a person is suitable to obtain a licence is made by an accredited HRW licenced assessor after a person has demonstrated that the skill and knowledge for the licensed work has been obtained and a successful assessment has been undertaken. The assessment is broken into parts and is generally a theory and practical assessment.

The assessment must be undertaken by an assessor that is authorised for this role and is engaged by an RTO that is recognised by Workplace Health and Safety for the licence type, in the applicable state jurisdiction. Go-Train Industry Pty Ltd and Steam Training are accredited in NSW, Qld, Vic, Tas and ACT. The theory assessment can be conducted after the formal training or after the formal and workplace experience. Having the theory assessment before the workplace experience can be a good way of confirming that the formal training has met the needs of the trainee.

What does it mean to hold a licence?

Holding a licence recognised under legislation provides evidence that a person has, at some time, been assessed to hold the minimum competency to operate or use the plant safely. The assessment received will have been on a particular type of plant or equipment and therefore does not provide evidence that the licence holder will be able to carry out licensed work on all types of plant or equipment covered by the licensed work in all work environments without further training, instruction or supervision. Therefore, it is necessary for the licence holder and the employer to consider previous experiences of the licence holder to establish the extent and type of training, instruction or supervision required. Training from plant suppliers can be a useful means of ensuring that the particular operations relating to the plant are conveyed to the licence holder.

Definition of terms used in log book

Trainee – the person undertaking training so that the person can be assessed for competency to hold the relevant licence.

Trainer – the person overseeing the trainee's training delivery, including the identification of training needs. This is not necessarily the supervisor of the workplace experience but would need to hold a licence for the relevant licensed work themselves, or if not would need to deliver the training directly with a person that holds the licence. The person assuming the 'trainer' role does not have to be a trainer that is approved by WHSQ.

Supervisor – the person with responsibility under the Workplace Health and Safety Regulation for supervising any licensed work carried out by the trainee. A supervisor of practical training is required for any work undertaken whether it is before or after the formal training. However, only the workplace experience gained after the formal training has been received can be recognised to progress a trainee to an assessment.

Approved Trainer – a person authorised with a Registered Training Organisation to deliver training and assess readiness of a trainee for assessment. This person may perform the functions of the 'Trainer' above.

Approved Trainer/Assessor – a person authorised with a Registered Training Organisation to undertake training and assessments of competency. This person may perform the functions of the 'Trainer' above.

Registered Training Organisation (RTO) – a training organisation recognised by Workplace Health and Safety Queensland for the delivery of licensing related training products.

MSABLIC001 & 002 Operate a Standard or Advanced Boiler

Note: For MSABLIC001 Standard Boiler BS, items in italics in Element Table below are excluded

ELEMENT	PERFORMANCE CRITERIA
1. Plan Work	
1.1	Potential workplace hazards and appropriate risk control measures are identified consistent with appropriate standards to ensure the safety of personnel and equipment
1.2	Type of boiler <i>with associated equipment</i> is identified and boiler operations planned according to procedures
1.3	Personal protective equipment is identified necessary for the work requirements
1.4	Suitable communication methods are identified and confirmed with appropriate personnel
1.5	Appropriate records are located and reviewed to prepare for boiler operation
2. Start Up Boiler	
2.1	Risk prevention and risk control measures are applied to the work area according to procedures
2.2	Communication equipment is selected and inspected for serviceability
2.3	All necessary equipment is selected and inspected for operational effectiveness according to procedures, including establishing water level
2.4	Boiler <i>with associated equipment</i> is visually checked for any damage or defects with any found reported and recorded according to procedures with appropriate action taken
2.5	Boiler is vented to atmosphere prior to start up
2.6	Pre-start up checks are carried out on the boiler with associated equipment and the boiler brought online safely according to procedures
2.7	Maintenance requirements and any visual faults are identified and reported according to procedures
2.8	Startup following maintenance and/or repairs, and associated isolations are confirmed, completed, logged and the equipment made serviceable
3. Monitor Boiler Operation	
3.1	Operating status of the boiler with associated equipment is diagnosed
3.2	Operating log is maintained clearly and accurately according to procedures
3.3	Boiler valves, fittings, pressure gauges, <i>combustion management systems, air heaters, super-heaters and economisers (where fitted)</i> are monitored according to procedures
3.4	Boiler water level gauges are blown through both steam and water sides
3.5	Standby plant and equipment are tested according to procedures
3.6	Boiler water quality tests, where required, are conducted and results recorded according to procedures
3.7	Boiler water chemicals, where required, are adjusted after tests, where appropriate, according to procedures with downstream users notified if necessary
3.8	Automatic blowdown and, where required, boiler is blown down to adjust total dissolved solids (TDS) levels to recommendations
3.9	Handover information regarding boiler and associated equipment status and operation is communicated clearly to relevant personnel according to procedures
3.10	Any boiler emergency is responded to immediately in accordance with procedures
4. Shut Down Boiler	
4.1	Boiler is shut down for inspection according to procedures
4.2	Maintenance requirements and any visual faults are identified and reported according to procedures
4.3	Where required, boiler <i>and associated equipment</i> are cleaned internally and externally to manufacturer recommendations and procedures
4.4	Isolations associated with in-service maintenance are completed according to procedures
4.5	Boiler operating log is completed for shut down
5. Store Boiler In Shut Down Mode	
5.1	Storage time and condition of storage are identified, where required
5.2	Boiler <i>and associated equipment</i> is stored in safe condition for access in accordance with manufacturer recommendations and procedures
5.3	Stored boiler water and chemicals are tested, where required, and handled in accordance with procedures, where storage is for extended periods

SUPERVISOR DETAILS TABLE

It is the Trainee's responsibility to ensure that the details of supervisor(s) used during logged workplace experience is recorded in the following Table.

Supervisor's Name	Licence Code	Licence Number	State of Issue	Employer	Contact Number	Signature	Initials

TRAINEE to record work undertaken that is relevant to the unit of competency

Date	Employer	Workplace Location	Type of Work Performed	Hours	Type of Place/Equipment	Comments



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