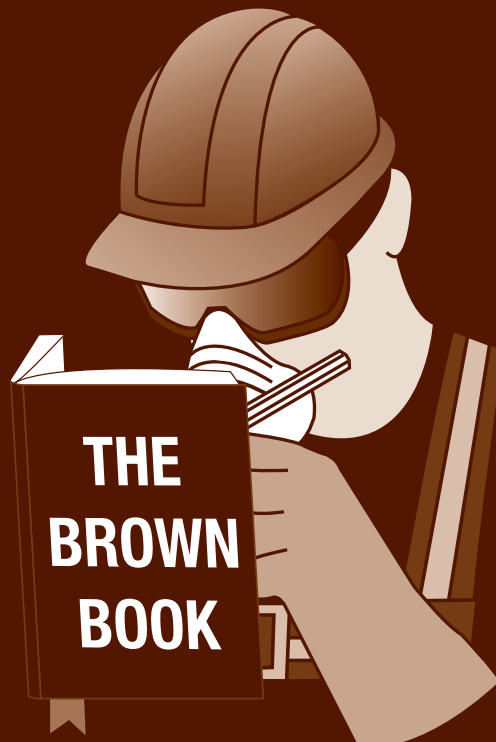


SAMPLE

I n t e r n a t i o n a l
THE BROWN BOOK

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A Foundation For Safety

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SAMPLE

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SAMPLE

THE BROWN BOOK

Personal Details

Individual to whom this Log Book relates

Attach Photo Here	First Name(s):	<input type="text"/>		
	Surname:	<input type="text"/>		
	Signature:	<input type="text"/>		
	Date of birth:	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Driver Licence No:	<input type="text"/>		

Address:

State: Postcode:

Country:

Phone: Mobile:
(Incl. Area Code)

Email:

Emergency Contact:

Change of address:

Change of address:

Change of address:

SAMPLE

THE BROWN BOOK

Introduction

The **Skilled Personnel Career Log Book** is specifically designed for all skilled personnel to record their ongoing work history, competency, skills, experience and training.

It is essential that you maintain your Career Log Book with accurate and up-to-date information, as it formally verifies your ongoing work history, competency, training and qualifications.

Instructions

1. Complete **'Personal Details Page'** and insert a current passport photo (signed and dated by you on the reverse).
2. **'Qualifications/Certificates Page'** – ensure you record all your associated qualifications and certificate details.
3. **'Site Specific Inductions Page'** – ensure you record all site specific inductions with the date, employer/principal contractor providing induction, site location and your induction card number.
4. When completing each **'Log Page'**, ensure that you include as much detail as possible i.e. position, industry, description of work/task activity carried out, any machinery or equipment involved, or operated by you, during the completion of the work/task activity, as well as the company or site name and location, address and duration of the work/task activity.
5. Ensure that details of all your **Work/Task Specific Inductions, Training and Assessments** are also included in your Log Pages.
6. Ensure that the relevant **'Company Details'** i.e. Employer or Contractor (or for training or assessments, the details of the Registered Training Organisation (RTO) and the RTO Provider No.) are included on each Log Page.
7. Ensure that a **'Company Representative'** i.e. Supervisor, Manager, Trainer or Assessor, always completes and signs the appropriate Log Page (including the RTO Provider or Assessor Licence No. where applicable).
8. After completing each Log Page, turn back to the **'Index'** and summarise the basic information. Ensure Log Page '1' matches line '1' in the Index, Log Page '2' matches line '2' in the Index etc.
9. **YOU SHOULD RETAIN THIS LOG BOOK AS PROOF OF YOUR ONGOING COMPETENCY, SKILLS, EXPERIENCE AND TRAINING.**

SAMPLE

THE BROWN BOOK Career Log Book Index

EXAMPLE PAGE ONLY

Note: Log Page '1' matches line '1' in the Index
Log Page '2' matches line '2' in the Index

Pg	Position, Task/Work Activity (Incl. Induction, Training or Assessment)	Date:						Period of Operation:			
		From:			To:			Hours	Days	Weeks	Months
1	Dogman - 250 & 280 Crawler Cranes	26	04	04	10	09	04	-	1	2	4
4	Master 5 - Morpeth Tug 12.8M 2x220HP	14	11	05	30	03	06	-	2	2	4
3	scaffolder - incl. dogging	10	04	06	18	11	06	-	1	1	7
4	Rigger - incl. dogging 250 tonne Sumitomo & scaffolding	20	11	06	23	04	07	-	3	0	5
5	Piling Hand - soilmec SR50 & also on site safety committee	11	08	08	14	04	09	-	3	0	8
6	Welder - JFR11 Offshore Jackup Rig (incl. ASME9 Welding Spec Test)	26	06	09	15	10	09	-	2	2	3
7	Welder - EWP Training & Assessment	02	11	09	02	11	09	3	0	0	0
8											
9											
10											

SAMPLE

THE BROWN BOOK Career Log Book

EXAMPLE PAGE:
DOGMAN

Position:	Dogman	Industry:	Construction				
Company/Site Name:	Boulderstone	Location:	Port Botany				
Suburb/Town/Area:	Botany Bay	State:	NSW	Country:	Australia		
Work/Task Activity: (including induction, training or assessment)	Placing 50 tonne shutters, helped assemble crawler cranes, general dogging duties, installing 25 tonne Reo cages						
Machine, Equipment or Vessel:	Dogging, 250 \$ 280 Crawler Cranes						
Company Details: (Employer, Contractor or Registered Training Organisation, Trainer or Assessor)							
Company Name:	Boulderstone Pty Ltd						
Address:	39 Delhi Road						
Suburb/Town:	North Sydney	State:	NSW	Zip / Postcode:	2113		
Country:	Australia	ABN No.:	12 345 678 910				
Tel: (Incl. Area Code)	+612 9935 7100	RTO Provider No.: (where applicable)	N/A				
Website:	www.boulderstone.com.au						
Company Representative: (Supervisor, Manager, Trainer, Assessor)							
Name:	James Black	Position:	Supervisor				
Tel: (Incl. Area Code)	+612 9935 7100	RTO Provider/Assessor Licence No.: (where applicable)	N/A				
Email:	jamie@operata.net.au						
Comments:	Spent 1 month dogging Manitowoc M4600-4 with ringer attachment						
Started Operating:		Finished Operating:		Period of Operation:			
Date:	26/04/04	Date:	10/09/04	Hours:	Days:	Weeks:	Months:
				-	1	2	4
Employee/ Trainee Signature:	A.N. Other			Company Representative Signature:	S. Black		

SAMPLE

THE BROWN BOOK Career Log Book

EXAMPLE PAGE:
MASTER 5

Position:	Master 5	Industry:	Marine																										
Company/Site Name:	Ausbarge	Location:	Port Botany																										
Suburb/Town/Area:	Botany Bay	State:	NSW	Country:	Australia																								
Work/Task Activity: (including induction, training or assessment)	Towing 1000 tonne barge to place 650 tonne counterfort blocks on seabed																												
Machine, Equipment or Vessel:	Morpeth Tug 12.8m 2x220HP																												
Company Details: (Employer, Contractor or Registered Training Organisation, Trainer or Assessor)																													
Company Name:	Ausbarge PL																												
Address:	3 Ward street																												
Suburb/Town:	Kurnell	State:	NSW	Zip / Postcode:	2231																								
Country:	Australia	ABN No.:	12 345 678 910																										
Tel: (Incl. Area Code)	+612 9668 8630	RTO Provider No.: (where applicable)	N/A																										
Website:	www.ausbarge.com																												
Company Representative: (Supervisor, Manager, Trainer, Assessor)																													
Name:	Bill Smith	Position:	Manager																										
Tel: (Incl. Area Code)	+612 9668 8630	RTO Provider/Assessor Licence No.: (where applicable)	N/A																										
Email:	info@ausbarge.com																												
Comments:	2 months was night work in difficult weather conditions																												
<table border="1"> <thead> <tr> <th colspan="2">Started Operating:</th> <th colspan="2">Finished Operating:</th> <th colspan="4">Period of Operation:</th> </tr> <tr> <th>Date:</th> <th></th> <th>Date:</th> <th></th> <th>Hours:</th> <th>Days:</th> <th>Weeks:</th> <th>Months:</th> </tr> </thead> <tbody> <tr> <td>14/11/05</td> <td></td> <td>30/03/06</td> <td></td> <td>-</td> <td>2</td> <td>2</td> <td>4</td> </tr> </tbody> </table>						Started Operating:		Finished Operating:		Period of Operation:				Date:		Date:		Hours:	Days:	Weeks:	Months:	14/11/05		30/03/06		-	2	2	4
Started Operating:		Finished Operating:		Period of Operation:																									
Date:		Date:		Hours:	Days:	Weeks:	Months:																						
14/11/05		30/03/06		-	2	2	4																						
Employee/ Trainee Signature:	A. N. Other			Company Representative Signature:	B. Smith																								

SAMPLE

THE BROWN BOOK Career Log Book

EXAMPLE PAGE:
SCAFFOLDER

Position:	scaffolder		Industry:	Construction			
Company/Site Name:	Big Build		Location:	City Tower			
Suburb/Town/Area:	Melbourne	State:	Vic	Country:	Australia		
Work/Task Activity: (including induction, training or assessment)	Building scaffold on 10 storey high rise, placed scaffold walkways to access lift shafts						
Machine, Equipment or Vessel:	N/A						
Company Details: (Employer, Contractor or Registered Training Organisation, Trainer or Assessor)							
Company Name:	stars scaffolding PL						
Address:	1 Melbourne street						
Suburb/Town:	Melbourne	State:	Vic	Zip / Postcode:	3000		
Country:	Australia	ABN No.:	12 345 678 910				
Tel: (Incl. Area Code)	+612 9981 3189	RTO Provider No.: (where applicable)	N/A				
Website:	www.starsscaffolding.com.au						
Company Representative: (Supervisor, Manager, Trainer, Assessor)							
Name:	Jim Green		Position:	Supervisor			
Tel: (Incl. Area Code)	07 1234 5678		RTO Provider/Assessor Licence No.: (where applicable)	N/A			
Email:	jim@starsscaffolding.com.au						
Comments:	Dogging crane for 2 weeks						
Started Operating:		Finished Operating:		Period of Operation:			
Date:	10/04/06	Date:	18/11/06	Hours:	Days:	Weeks:	Months:
				-	1	1	7
Employee/ Trainee Signature:	A. N Other			Company Representative Signature:	S. Green		

SAMPLE

THE BROWN BOOK Career Log Book

EXAMPLE PAGE:
RIGGER

Position:	Rigger	Industry:	Mining				
Company/Site Name:	HHB	Location:	Koolan Island				
Suburb/Town/Area:	Pilbara	State:	WA	Country:	Australia		
Work/Task Activity: (including induction, training or assessment)	Building crusher, placing large structure to support conveyors. Some lifts around 50 tonne						
Machine, Equipment or Vessel:	Dogging 250 tonne Sumitomo						
Company Details: (Employer, Contractor or Registered Training Organisation, Trainer or Assessor)							
Company Name:	Forward Rigging PL						
Address:	5 Rigging Road, Manning						
Suburb/Town:	Perth	State:	WA	Zip / Postcode:	6000		
Country:	Australia	ABN No.:	12 345 678 910				
Tel: (Incl. Area Code)	+618 9981 3189	RTO Provider No.: (where applicable)	N/A				
Website:	www.forwardrigging.com.au						
Company Representative: (Supervisor, Manager, Trainer, Assessor)							
Name:	Tony Grey	Position:	Rigging supervisor				
Tel: (Incl. Area Code)	07 1234 5678	RTO Provider/Assessor Licence No.: (where applicable)	N/A				
Email:	tony@forwardrigging.com.au						
Comments:	Working at heights in manbox, spent 3 weeks building scaffold						
Started Operating:		Finished Operating:		Period of Operation:			
Date:	20/11/06	Date:	23/04/07	Hours:	Days:	Weeks:	Months:
				-	3	0	5
Employee/ Trainee Signature:	A. N. Other		Company Representative Signature:	T. Grey			

SAMPLE

THE BROWN BOOK Career Log Book

EXAMPLE PAGE:
PILING HAND

Position:	Piling Hand	Industry:	Piling, Building				
Company/Site Name:	Marsh St	Location:	M5 Motorway				
Suburb/Town/Area:	Arncliffe	State:	NSW	Country:	Australia		
Work/Task Activity: (including induction, training or assessment)	Setting up rig, changing drilling tools, checking depths Pouring concrete, placing 15m Reo Cages						
Machine, Equipment or Vessel:	Soilmec SR50						
Company Details: (Employer, Contractor or Registered Training Organisation, Trainer or Assessor)							
Company Name:	Wellington Piling						
Address:	5 Bucket Road, St Marys						
Suburb/Town:	Sydney	State:	NSW	Zip / Postcode:	2000		
Country:	Australia	ABN No.:	12 345 678 910				
Tel: (Incl. Area Code)	+612 9981 3189	RTO Provider No.: (where applicable)	N/A				
Website:	www.wellingtonpiling.com.au						
Company Representative: (Supervisor, Manager, Trainer, Assessor)							
Name:	Frank Drop	Position:	Site Foreman				
Tel: (Incl. Area Code)	02 1234 5678	RTO Provider/Assessor Licence No.: (where applicable)	N/A				
Email:	frank@wellingtonpiling.com.au						
Comments:	was also on site safety committee						
Started Operating:		Finished Operating:		Period of Operation:			
Date:	11/08/08	Date:	14/04/09	Hours:	Days:	Weeks:	Months:
				-	3	0	8
Employee/ Trainee Signature:	A. N. Other			Company Representative Signature:	F. Drop		

SAMPLE

THE BROWN BOOK Career Log Book

EXAMPLE PAGE:
WELDER

Position:	Welder		Industry:	Oil			
Company/Site Name:	Drillforce		Location:	Brent Field			
Suburb/Town/Area:	Northsea	State:	N/A	Country:	U.K.		
Work/Task Activity: <small>(including induction, training or assessment)</small>	Pipe welding to X-Ray standards. Replaced structure around jack up leg. General repairs.						
Machine, Equipment or Vessel:	JFR 11 Offshore Jackup Rig						
Company Details: <i>(Employer, Contractor or Registered Training Organisation, Trainer or Assessor)</i>							
Company Name:	Drillforcers						
Address:	15 Aberdeen st						
Suburb/Town:	Aberdeen	State:	N/A	Zip / Postcode:	AB1 29DJ		
Country:	Scotland	ABN No.:	N/A				
Tel: (Incl. Area Code)	1800 179 435	RTO Provider No.: <small>(where applicable)</small>	N/A				
Website:	www.drillforcers.com						
Company Representative: <i>(Supervisor, Manager, Trainer, Assessor)</i>							
Name:	Jimmy McSmith	Position:	Manager				
Tel: (Incl. Area Code)	+44 1224 682373	RTO Provider/Assessor Licence No.: <small>(where applicable)</small>	N/A				
Email:	jimmy@drillforcers.com						
Comments:	ASME9 Welding tests passed before commencing position						
Started Operating:		Finished Operating:		Period of Operation:			
Date:	26/06/09	Date:	15/10/09	Hours:	Days:	Weeks:	Months:
				-	2	2	3
Employee/ Trainee Signature:	A. N. Other			Company Representative Signature:	S. McSmith		

SAMPLE

THE BROWN BOOK Career Log Book

EXAMPLE PAGE:
EWP TRAINING

Position:	Welder - EWP Training	Industry:	Construction				
Company/Site Name:	Metro Link	Location:	Rozelle				
Suburb/Town/Area:	Sydney	State:	NSW	Country:	Australia		
Work/Task Activity: (including induction, training or assessment)	Inspected EWP daily check. Spent 3 hours learning to run the EWP & Assessment						
Machine, Equipment or Vessel:	Evaluated work platform 26m JLG						
Company Details: (Employer, Contractor or Registered Training Organisation, Trainer or Assessor)							
Company Name:	Steady Training PL						
Address:	1 Sydney Road						
Suburb/Town:	Sydney	State:	NSW	Zip / Postcode:	2000		
Country:	Australia	ABN No.:	12 345 678 910				
Tel: (Incl. Area Code)	+612 9981 3189	RTO Provider No.: (where applicable)	1234				
Website:	www.steadytraining.com.au						
Company Representative: (Supervisor, Manager, Trainer, Assessor)							
Name:	Michael Jones	Position:	Assessor				
Tel: (Incl. Area Code)	02 1234 5678	RTO Provider/Assessor Licence No.: (where applicable)	1234				
Email:	michael@steadytraining.com.au						
Comments:	Training given on proper use of safety harness, 3 hrs training on EWP & Assessment. Passed.						
Started Operating:		Finished Operating:		Period of Operation:			
Date:	02/11/09	Date:	02/11/09	Hours:	Days:	Weeks:	Months:
				3	-	-	-
Employee/ Trainee Signature:	A. N. Other			Company Representative Signature:	M. Jones		

SAMPLE

THE BROWN BOOK

Career Log Book Index

Pg	Position, Task/Work Activity (Incl. Induction, Training or Assessment)	Date:				Period of Operation:			
		From:	To:	From:	To:	Hours	Days	Weeks	Months
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									

SAMPLE

THE BROWN BOOK

Career Log Book Index

Pg	Position, Task/Work Activity (Incl. Induction, Training or Assessment)	Date:				Period of Operation:			
		From:		To:		Hours	Days	Weeks	Months
141									
142									
143									
144									
145									
146									
147									
148									
149									
150									

1

SAMPLE

THE BROWN BOOK

Career Log Book

Position:	Industry:	
Company/Site Name:	Location:	
Suburb/Town/Area:	State:	Country:
Work/Task Activity: (including induction, training or assessment)		
Machine, Equipment or Vessel:		
Company Details: <i>(Employer, Contractor or Registered Training Organisation, Trainer or Assessor)</i>		
Company Name:		
Address:		
Suburb/Town:	State:	Zip / Postcode:
Country:	ABN No.:	
Tel: (Incl. Area Code)	RTO Provider No.: (where applicable)	
Website:		
Company Representative: <i>(Supervisor, Manager, Trainer, Assessor)</i>		
Name:	Position:	
Tel: (Incl. Area Code)	RTO Provider/Assessor Licence No.: (where applicable)	
Email:		
Comments:		
Started Operating:		
Finished Operating:		
Period of Operation:		
Date:	Date:	Hours: Days: Weeks: Months:
Employee/ Trainee Signature:	Company Representative Signature:	

SAMPLE

I n t e r n a t i o n a l **THE BROWN BOOK** S k i l l e d P e r s o n n e l C a r e e r L o g B o o k

A simple-to-use log book, the **Skilled Personnel Career Log Book** is an essential tool for all skilled personnel.

The **Skilled Personnel Career Log Book** enables an individual to maintain a **concise and comprehensive record** of their **ongoing work history**; their **competency, skills, experience, qualifications, general inductions, site specific inductions and work/task specific inductions, training and assessments, specific machinery or equipment involved or operated**, as well as **location and duration of work/task activity undertaken**. Each log page is signed by the individual and **validated** by the relevant employer, company representative, RTO or assessor.

The **Skilled Personnel Career Log Book** is perfect for all employers and those directly accountable for workplace safety; as a **valuable source of information** - providing a **formal reference** that substantiates an individual's ongoing work history and credentials – and a **necessary asset** that contributes significantly towards **improving workplace safety**.

Part of **THE BROWN BOOK** series, the **SKILLED PERSONNEL CAREER LOG BOOK** is a **fundamental foundation for safety for every industry**.

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