

PLANT OPERATOR AUTHORISATION AND COMPETENCE RECORD

RECORD — SITE FILE

Card, category and expiry seen; familiarised on this machine; authorised by the site

KD-PLT-OA-011 Rev A0

PUWER 1998 reg 9: everyone who uses work equipment has had adequate training in its use and the risks; CDM 2015 reg 15(7): a contractor does not employ or appoint a person to work on the project unless they have, or are obtaining, the skills, knowledge, training and experience for it. A card proves the training happened; it does not prove the operator has sat in this machine, read its handbook or found its emergency stop. This record is where the site sees the card, records the familiarisation on this model, writes down any restriction, and names who authorised the operator and until when. The site-wide matrix is KD-SITE-TC-004; the MEWP pre-use inspection and familiarisation record is KD-INS-MW-024; the weekly sheets KD-PLT-EX-001 to KD-PLT-SV-010 carry this record's reference in the operator card field. One record per operator per machine type.

1 THE OPERATOR

PROJECT / SITE REF	SITE	DATE	AUTHORISED BY
OPERATOR	EMPLOYER	ROLE	CONTACT

2 THE MACHINE

MACHINE TYPE	MAKE / MODEL / FLEET NO.	ATTACHMENTS COVERED

3 THE CARD — SEEN, NOT COPIED FROM A FORM

CARD / SCHEME	CATEGORY OR ENDORSEMENT	CARD NUMBER	EXPIRY	SEEN BY / DATE

- ☐ Original card seen, photograph matches the person
- ☐ Scheme checked online where the scheme allows it

- ☐ Health and eyesight declaration made on KD-SITE-FW-005 or the employer's equivalent

- ☐ Under 18 or trainee: supervision arrangement written in section 5

4 FAMILIARISATION ON THIS MACHINE — BEFORE THE FIRST SHIFT ON IT

FAMILIARISED BY	DATE	HOW

- ☐ Handbook for this model read with the operator; the controls, the isolators and the emergency stop shown and operated
- ☐ Load chart, rated-capacity plate or platform notice found and explained for the attachments this machine will carry
- ☐ Pre-use check walked through on the machine against the weekly sheet for this machine type
- ☐ Emergency lowering, ground controls and the rescue arrangement demonstrated where the machine lifts people
- ☐ Site rules for this machine: routes, speed, exclusion zones, banksman, refuelling, where it parks and where the keys go
- ☐ Defect procedure: stop, tag, keys out, KD-PLT-DO-012 raised — and the operator knows they will not be blamed for stopping

5 AUTHORISATION

- ☐ AUTHORISED on this machine without restriction
- ☐ AUTHORISED WITH RESTRICTIONS — listed below
- ☐ NOT AUTHORISED — the gap is written below and the operator does not use the machine

RESTRICTIONS, SUPERVISION OR THE GAP

VALID UNTIL	REVIEW IF	RECORD REFERENCE

6 SIGNATURES

Authorised by (site manager or the person they name):

PRINTED NAME	ROLE	COMPANY	SIGNATURE	DATE	TIME

Operator — I have read the handbook and I will stop and report a defect:

PRINTED NAME	ROLE	COMPANY	SIGNATURE	DATE	TIME

R REVISION HISTORY

Every revision of this document, and every review that found nothing to change. The revision on the front of this sheet is the one you are holding — check kubitdocs.com for the current one before use.

Rev	Date	Class	What changed	Authorised by
D0	2026-09-02	first-issue	First issue.	— not yet approved —
A0	2026-09-02	review	Approved for issue by the author. Content unchanged from the reviewed draft; the draft status strip is removed. No independent third-party review has been carried out.	Author — director, UK principal contractor, SMSTS. Not an independent review.

Class: first-issue · material (the law, a control, a field or the scope changed — past buyers are notified) · editorial (wording or layout only) · review (checked, nothing changed) · withdrawal. Revision prefix D = draft, not approved and not for sale; A = approved for issue by the person named, on the date shown.