

EXAMPLE MOBILE PLANT OPERATOR TRAINING RECORD

*This WISH reference document is aimed at health and safety improvements in the waste management industry. This document is linked to '**WISH INFO 19 Information for mobile plant and equipment operator training**' but is not a formal part of this information document. It simply gives an example of how some organisations approach the relevant topic. It is an example and should not be taken as good practice – you need to decide how you will do things rather than simply copy this example, although it may help you in deciding. All WISH reference documents are available on the WISH web site.*

Example mobile plant operator training record

The below is simply an example. You need to decide how you will record operator training and the below should be only seen as an input to your decision rather than a format to copy and use as it is.

Employee Training Register

Employee name: *Joe Bloggs*

Job Position: *Supervisor and mobile plant operator*

Date started with Company: *01/01/2021*

Training course	Provider	Award	Training date	Refresher	Notes
Company Induction	In House	N/A	02/01/2025	N/A	Company induction covering H&S, environmental and quality
Counterbalance forklift training	UK Forklifts Ltd	Certificate	10/01/2025	10/01/2028	
Supervisors' gold card	Site safe	Certificate	16/02/2025	N/A	
Supervisory training	In House	Level 1	28/02/2025	N/A	Passed level 1, progress to level 2 following annual review
Fire marshal	SW fire safety training	Attendance certificate	12/03/2025	N/A	Authorised site fire marshal
H&S representative training	TUC	Certificate	20/03/2025	20/03/2028	
Supervisor NVQ level 3	JB associates	NVQ Level 3	06/06/2025	N/A	