



Concrete Pumping Association of Australia Inc.

“HOW TO USE” INSTRUCTIONS

This logbook has been designed to assist owners and operators to correctly maintain company equipment and to comply with the current relevant standards and Code of Practice for Pumping Concrete.

“BOOM PUMP”

OFFICE COPY LOGBOOK

This Logbook holds the original information for repairs as follows:-

- **Boom & Pump Repairs**
- **Crack Testing**
- **Engineers Reports**
- **Other Testing**
- **Boom Records.**

At the end of each month the completed forms from the “Operators Logbook” will be filed in the appropriate section.

Notes:-

- **The Office Copy Logbook will be kept in the office.**
- **The Office Copy Logbook will last for six (6) years.**(Replace with a new insert only)

Comments on Office Copy Logbook Index:-

1. **New Boom Pump Design:-** This section is to be supplied by the manufacturer of the Pump & Boom and if the information is not available then the Title Sheet should be filled out by a responsible person. It is recommended that the manufacturers clearly identify the equipment with the serial number and date of manufacture.
2. **WorkCover Registration & Permits:-** To be kept in the “Plastic Pocket” of the Logbook for the inspectors as required.
3. **Daily & Weekly Checks:-** The completed sections from the Operators Logbook are to be transferred to this Office Logbook when the monthly check section is complete.
4. **Monthly Checks:-** The completed sections from the Operators Logbook are to be transferred to this Office Copy on the same sheet as the Daily & Weekly checks, however the operator should be trained by a competent person on how to carry out these monthly checks.
5. **Twelve (12) Monthly Check:-** Must be carried out by a competent person each year and when completed the record should be in the Office Logbook and recorded in the Master Inspection Report. The Manufacturers recommendations must take priority.
6. **Six (6) Yearly Check:-** Must be carried out by a competent person with all checks and testing carried out in accordance with the instructions in the Office Copy Logbook. All supporting documentation must be kept in the Office Copy Logbook and the competent person must sign off the tests. The Manufacturers recommendations must take priority.
7. **Assessment Forms:-** To be issued by the competent person who inspects the equipment and found dangerous or unsafe then a “notice of danger” will be issued to the owner. The “notice of danger” must be kept in this Logbook.
8. **Release Forms:-** When the issue that was listed as dangerous on the assessment form has been rectified then the competent person that inspects the rectified equipment may issue the release form and sign off. All documentation to be kept in the Office Logbook.
9. **Assessors or Engineers Report:-** Any boom or structural repair should have on hand a recommended procedure for that repair by the manufacturer, competent person or engineer. All records to be kept in the Office Logbook.
10. **Master Inspection Report:-** The date of the “Last” six (6) yearly & twelve (12) monthly inspections should be noted on this form. If the unit is new then the date of manufacture must be noted on the form. The dates of all monthly inspections are to be recorded on this form and signed off by a competent person.
11. **Boom Repair Record Sheet:-** All repairs or modifications to the Boom must be listed and kept in the Office Logbook along with all engineers reports.
12. **Truck Repair:-** This section has been included for future reference and the details will be advised when compiled.
13. **Truck Maintenance:-** This section has been included for future reference and the details will be advised when compiled.
14. **Twelve Month Roadworthy Inspection:-** This section has been included for future reference and the details will be advised when compiled.

Disclaimer

The Concrete Pumping Association of Australia (inc) has designed this Logbook to assist repairs and maintenance of your Pumping Equipment taking into account the Code of Practice and relevant standards. The association accepts that this is minimum requirement and therefore cannot be held responsible for actions of others beyond our control. This Logbook may be altered due to changes in the laws or standards without notice.

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