



CCTV Operator Logbook

Purpose of this Training Record logbook

Instructions

To fulfil the criteria for practical training, a Trainee must be exposed to and demonstrate competency in the TDG Workplace Training logbook, which is a formal training document. Competency in the entirety of the logbooks content is required to meet this practical workplace training to be deemed competent. Additional training and mentoring will be offered if it is determined that the Trainee is not yet competent.

Completing the Logbook

A trainee undertaking training in the workplace must maintain a written record of practical training that includes the following:

- (a) The trainee's name and department
- (b) The dates and times at which the trainee executed the assigned tasks.
- (c) The job number worksheet number utilized during the completion of the activity/task.
- (d) A signed entry by the person supervising the trainee is required for each occasion, activity, or task of training.
- (e) Each task will be marked either as competent or not yet competent
- (f) If a trainee does not achieve competency on the first attempt, additional attempts can be made.

Approval of training		
TDG Trainee operator Name:		
Supervisor / Reporting Manager Name:		

Declaration of completed Logbook

At the end of the logbook, the CCTV Trainee Operator and the TDG-approved assessor must sign off the completed logbook.

Date	Office use only			
Document Title:	TDG CCYV logbook – New Zealand			
Document ID:			Date:	
Created by:	Catherine Marotta	Group Training Manager	Date created:	28/05/2024
Reviewed by:	Karla Barnes	Training Coordinator	Date reviewed:	04/06/2024
Approved by:	Catherine Marotta	Group Training Manager	Date approved:	04/06/2024

Logbook Hours – CCTV Recurring Task

Instructions: Begin each logbook entry by noting the task number associated to the activity.

Task No	Equipment	Task No	Coding	Task No	Vehicle
E1	Setup camera equipment correctly on site	C1	Enter CCTV Header page correctly	V1	Parks vehicle in designated work area
E2	Properly set up the crawler for the conduit diameter and perform function checks (wheels, lifting, lights).	C2	Correctly label video files, photos and log sheets	V2	Set up appropriate signage and barriers on site
E3	Use the remote to control camera movement and functions efficiently.	C3	Correctly draw an as-built showing new asset location	V3	Prestart completed via DVR App
E4	Move the camera forward and backward in pipes carefully to prevent damage or getting it stuck	C4	Correctly label new un-noded points when found	V4	Other
E5	Navigate obstacles and potential hazards in the pipe.	C5	Completed an internal audit of 90% accuracy	Supervisor (if applicable)	
E6	Identify different CCTV equipment: Super-Sonde, Duct-Snake, or Pushrod Camera needed for various tasks.	C6	Trouble shooting on site	S1	Trouble shooting on site with client
E7	Identify the first line maintenance, report defect procedure.	C7	Other	S2	Other
E8	Safety open manhole according to TDG procedure	Utility Track (if applicable)			
E9	Execute flow control when required (if applicable)	C8	Able to record pit and pipe details in Utility Track		
E10	Laser profiling	C9	Able to add to and modify the map		
E11	Lower the tractor into the manhole using proper technique, ensuring correct placement.	C10	Other		
E12	Understand the different speed requirements of the camera				
E13	Other				

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