

Competency to Operate CTO Title

1 Guidelines

1.1 Guidelines for the Prospective User/Assessor

- A prospective user/assessor should read through any associated HSE documentation including, but not limited to, any Risk Assessments (RA) or Work Instructions (WI) associated with the equipment prior to assessment.
- A prospective user/assessor should request practical training prior to competency assessment.
- A competency to operate (CTO) certificate will expire in five years from the date of issue. It is up to the user to be re-certified after five years. If the user has consistently used the equipment over the past five years, a supervisor can deem the user competent without further assessment. If the equipment has not been consistently used a new assessment will need to be undertaken.
- The completed CTO shall be stored, digitally or physically, by the user and a copy, digitally or physically, provided to their supervisor.
- Gaining competency in this equipment does not mean you automatically gain competency in and are allowed to operate similar pieces of equipment, unless specifically stated. A CTO must be gained in each piece of equipment.

1.2 Guidelines for the Assessor

- This assessment is to be completed after the prospective user has had a practical demonstration of the operation of the equipment.
- The prospective user may use the manufacturer's handbook, work instruction(s), QUT documentation, or other any other information source except for personnel, as an aid if required.
- Assess the prospective user completing given tasks under normal working conditions.
- The prospective user must be signed off as competent in all sections (as instructed) before being deemed competent to operate the equipment covered by this assessment. Assessor's initials are required in each section.
- The prospective user must be notified of any area(s) where they are assessed as not yet competent. This will allow the prospective user to arrange for further training in this area.

2 Supervisor Authorisation

Please Perform a Competency to Operate Assessment for:	
User's Name	
Staff / Student Number	
Equipment Name	EQUIPMENT
Authorised by:	
Supervisor's Name	
Signature	
Date	

3 Assessor's Report

User to Complete	
User's Name	
Signature	
Date	
Assessor to Complete	
Competency Result	<input type="checkbox"/> Competent <input type="checkbox"/> Not Yet Competent
Able to Assess Competency	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
Assessor's Name	
Signature	
Date	

4 CTO Task Checklist

Tasks	Competent	Comments
Section 1: Equipment Familiarisation		
<ul style="list-style-type: none"> Task 1 Task 2 		
Section 2: Preparation		
<ul style="list-style-type: none"> Task A Task B 		
Section 3: Work		
<ul style="list-style-type: none"> Task I Task II 		

Section 4: Post Work

- Task a
- Task b

Document Approval

Once approved, this CTO Instruction should be kept in accordance with your local area's record keeping procedures. A hard copy should be kept near areas where the work is being done. The document should be amended as required and reviewed every 5 years.

	Name	Role	Date
Author	XXX	XXX	Created: XXX
Verifier	XXX	XXX	Verified: XXX
Approver	XXX	XXX	Approved: XXX
Date for Review	XXX		