

LOGBOOK DUTIES

LOGBOOK

The driver's logbook is an important item in the engine room.

The driver must: -

Enter the shaft number, compartments served, date and time.

Record the condition of the winding engine.

Sign the logbook.

Enter the faulty signals received during the shift.

Record the number of trips for men, material and mineral.

Report on the condition of the winder, e.g. brakes, clutches, reversing gear and all safety devices.

Check that the special entries made are correct, clearly describe what must be done and signed. (Refer to regulation 16.81.3)

Countersign the special entries made.

Record any unusual occurrences in the shaft or on the winder.

Record the contents of the conveyances and the last signals received when the next driver is about to take over from the driver going off-duty.

The special entries must comply with a certain standard and

The driver must: -

Check that the time the entry was made is entered and correct.

Check that the entry clearly describes what is to be done.

Check that the person making the entry has given his full signature.

Countersign the entry.

Check that the relieving driver also countersigns the entry.

Countersign the clearance entry when the logbook is cleared.

When a driver takes control of the winder, he must check the logbook for any instructions. Enter any defects, which may arise during his shift and advise the engineer and artisan. The person rectifying the fault must clear and sign the entry, which must be countersigned by the driver.

The driver must ensure that the logbook remains in the engine room.

(Refer to Reg. 16.81)

At the end of his shift, the driver will inspect the winder and complete the logbook.

The artisans responsible for daily examinations and repairs on the winder must clear and sign the logbook. (Refer to Reg. 16.74.1)