

**HANDOUT:** Log Book: HEO (3 pages)  
Skill Builder: Entry Forms

**IN THE WORKPLACE:** Accurately entering and verifying information in complex forms such as log books, invoices and work orders is a common task across trades. Tracking time has direct connection to a range of tasks including machinery use related to certification requirements and to monitoring project costs. Accuracy is important when using log books as they are considered to be legal documents.

Refer to the **Log Book Index** to complete the tasks and locate answers to the questions. Write the answers in the spaces provided or **highlight** the information in the log book.

- Under the subheading "From" in what order should the date information be entered?

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- In what month was the excavator entry completed?

\_\_\_\_\_

Use the following information to answer the next questions:

- "Period of Operation" refers to the total number of days, full weeks and full months the activity occurred in.
- The period of operation for the backhoe was incorrectly recorded and actually ended on June 11, 2015. Correct the entry using the boxes provided below.

	Type of Machine	Date			Date			Period of Operation		
Page	Model and Size	From			To			days/weeks/months		

- Enter the correct number of months to complete entry 5.

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- Complete the "To" line for entry 6.

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6. On which machine did the operator complete the greatest number of days?

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7. On which machine did the operator complete the fewest number of days?

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8. Add a 7<sup>th</sup> entry using the following information:

- a. Same equipment as first entry
- b. Started work 14 days after entry 6 was completed
- c. Worked 6 months and 3 days

## Operators Log Book Index

	Type of Machine	Date			Date			Period of Operation		
Page	Model and Size	From			To			days/weeks/months		
1	<i>Excavator, Hitachi</i>	26	04	14	14	09	14	5	2	4
2	<i>Backhoe, Caterpillar</i>	15	09	14	06	11	15	1	3	13
3	<i>Loader, John Deere</i>	15	11	15	30	03	16	1	2	4
4	<i>Grader, Caterpillar</i>	10	04	16	18	11	16	1	1	7
5	<i>Dozer, Hitachi</i>	20	11	16	23	04	17	3	0	
6	<i>Wheel skidder, Hitachi</i>	07	05	17	01	08		4	3	14
7										
8										
9										
10										
11										
12										

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