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| --- | --- | --- |
| **Note:** Ensure the details are printed clearly & all sections are completed or the Letter will not be accepted. | | |
| **Worker’s name** |  | |
| **Worker’s Job Title** (Whilst employed with the below company) |  | |
| **Referee’s name** (Name of person providing  Letter of Confirmation of Previous Exp) |  | |
| **Referee Position / Title** |  | |
| **Referee relationship to Worker** (Direct manager / supervisor) |  | |
| **Company Name** |  | |
| **Referee Contact Number(s)** |  | |
| **Referee Email** |  | |
| **To whom it may concern** | | |
| Re: | | who is a: |
| *(Insert Workers’s name)* | | *(Insert job title)* |
| ***I certify that the above-named person has:*** | | |
| Worked at: | | for a period of: |
| *(Insert name of company)* | | *(Insert length of time)* |
| During this time the worker has operated the following types of plant and performed the following duties   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Plant Type**  (i.e. excavator) | **Make**  (i.e. Komatsu) | **Model**  (i.e. PC18MR-3) | **Tasks performed on the specific item of plant** | **Approx hours experience** | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  |  |  |  | | --- | --- | | They have consistently completed the following activities to an acceptable workplace/industry standard within this organisation (tick those that apply): | | | Participating in daily pre start briefings |  | | Applying work health, safety and environment procedures |  | | Planning work, including identifying hazards and appropriate risk controls |  | | Conducting routine checks on the item(s) of plant and equipment specified above |  | | Selecting, setting up and using appropriate plant and equipment for the task |  | | Using the above item(s) plant and equipment in accordance with relevant standards and training |  | | Complying with safe work instructions (i.e. SWMS) |  |   **Additional Comments**   |  | | --- | |  |   I declare this information is true and correct to the best of my knowledge. | | |
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| *(Signature)* | | *(Date)* |