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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** |
|  |  |  |  |  |
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| 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**

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I declare this information is true and correct to the best of my knowledge. |
|  |
|  |  |
| *(Signature)*  | *(Date)* |