



Training Matrix – Guidance Notes

Due to the number of personnel, types of licences available and many issuing bodies, it is not practical or functional to maintain our training matrix in a spreadsheet format.

This issue has been addressed via our in-house written contract control database "Thyme"

Log into "Thyme"

(Contact the sarella.chalkley@ebbsfleetltd.com for a username/password)

Select "Labour" tab from top selection bar

(fig1) Select "Search Labour Training Records "

fig1:

The screenshot shows the 'Thyme' system interface. At the top, there is a navigation bar with tabs: Home, Customers, Jobs, Labour, Suppliers, Hired Plant+Equipment, Equipment Registers, PPE, and Invoicing. The 'Labour' tab is selected. Below the navigation bar, there are several buttons: New Labourer, Labour Invoicing, Labour Training Records (highlighted with a blue border), Labour Pivot Table, and Holidays. Below these buttons, there is a search bar with the text 'vest' and a 'Search Labourer, * for wildcard' label. Below the search bar, there is a table with columns: Full Name, Status, Mobile Phone, Address, and L Drive. The first row of the table is highlighted in blue.

(fig2) In the pop up box, select from the drop down boxes relevant to the information you require


Click the  button adjacent to the selection box you have chosen to use

Fig2:

The screenshot shows a window titled 'Frm Labour Licence Lookup form'. The window contains a section titled 'Tickets Held'. Below this title, there are four search criteria, each with a text input field and a 'Display Info' button. The first criterion is 'Issued by (e.g. CPCS)' with a dropdown menu. The second criterion is 'Licence Type (e.g. Fork Truck)' with a dropdown menu. The third criterion is 'Enter *Description/Phrase*, or * for all' with a text input field containing an asterisk. The fourth criterion is 'Enter Surname, or * for all' with a text input field containing an asterisk. Below these four criteria, there is a section titled 'Training Undertaken Between:' with two text input fields labeled 'From Date' and 'To Date', and a 'Display Info' button.



Below are examples of the information which will be supplied.

Yellow highlight shows the ticket has expired
 Grey highlighted date shows the ticket has expired, but has since been updated.

Example "Issued by" report for selection type **CPCS**

Full Name	Issuedby	LicenceType	RefNo	Description	EffFrom	Expiry	CopyHeld	Updated
[Name]	CPCS	Telescopic Handler	[RefNo]			31/10/2015	Copy On File	
[Name]	CPCS	Slinger Signaller	[RefNo]			31/10/2015	Copy On File	
[Name]	CPCS	Appointed Persons (Lifting Operations)	[RefNo]			31/10/2015	Copy On File	
[Name]	CPCS	Crane Supervisor (Lifting Operations)	[RefNo]			31/10/2015	Copy On File	
[Name]	CPCS	Slinger Signaller	[RefNo]			31/10/2015	Stated On CV	
[Name]	CPCS	Appointed Persons (Lifting Operations)	[RefNo]	Red Card - Trained Operator		15/09/2015	Copy On File	
[Name]	CPCS	Slinger Signaller	[RefNo]	Blue Card - Competent Operator		31/08/2018	Copy On File	
[Name]	CPCS	Crane Supervisor (Lifting Operations)	[RefNo]	Blue Card - Competent Operator		31/08/2018	Copy On File	
[Name]	CPCS	Mobile Crane (All Duties)	[RefNo]	Blue Card - Competent Operator		31/08/2018	Copy On File	
[Name]	CPCS	Telescopic Handler	[RefNo]	All sizes exc. 360 slew - Competent Operator		31/08/2016	Copy On File	
[Name]	CPCS	Appointed Persons (Lifting Operations)	[RefNo]	Competent Operator - Blue card		30/06/2016	Copy On File	
[Name]	CPCS	Fork Lift Truck	[RefNo]	No weight specified		30/06/2017	Copy On File	
[Name]	CPCS	Slinger Signaller	[RefNo]			30/06/2017	Copy On File	
[Name]	CPCS	Telescopic Handler	[RefNo]			30/06/2017	Copy On File	
[Name]	CPCS	Fork Lift Truck	[RefNo]	No weight specified		30/06/2017	Copy On File	
[Name]	CPCS	Slinger Signaller	[RefNo]			30/06/2017	Copy On File	
[Name]	CPCS	Slinger Signaller	[RefNo]	Operator card		30/04/2008	Copy On File	
[Name]	CPCS	Crane Supervisor (Lifting Operations)	[RefNo]	Trained Operator - Red Card		24/10/2015	Copy On File	
[Name]	CPCS	Slinger Signaller	[RefNo]	Competent Operator - Blue Card		30/09/2016	Copy On File	
[Name]	CPCS	Appointed Persons (Lifting Operations)	[RefNo]	Competent Operator - Blue Card		30/09/2016	Copy On File	
[Name]	CPCS	Crane Supervisor (Lifting Operations)	[RefNo]	Competent Operator - Blue Card		30/09/2016	Copy On File	
[Name]	CPCS	Slinger Signaller	[RefNo]			30/09/2016	Copy On File	
[Name]	CPCS	Fork Lift Truck	[RefNo]	No weight specified / Competent Operator		30/08/2016	Copy On File	
[Name]	CPCS	Forward Tipping Dumper	[RefNo]			30/08/2016	Stated On Info	
[Name]	CPCS	Fork Lift Truck	[RefNo]	No weight specified		31/12/2017	Copy On File	

Example "Licence Type" report for selection type **FORK LIFT TRUCK**

Full Name	Issuedby	LicenceType	RefNo	Description	EffFrom	Expiry	CopyHeld	Updated
[Name]	Other	Fork Lift Truck	[RefNo]	To 12t / No Expiry	23/12/2012		Copy On File	
[Name]	Other	Fork Lift Truck	[RefNo]	To 14t / No Expiry	23/05/2007		Copy On File	
[Name]	Other	Fork Lift Truck	[RefNo]	To 3t / No Expiry	22/01/1999		Copy On File	
[Name]	CPCS	Fork Lift Truck	[RefNo]	No weight specified		30/06/2017	Copy On File	
[Name]	CPCS	Fork Lift Truck	[RefNo]	No weight specified		30/06/2017	Copy On File	
[Name]	Other	Fork Lift Truck	[RefNo]	No weight specified / No Expiry on cert	12/05/1999		Copy On File	
[Name]	Other	Fork Lift Truck	[RefNo]	To 9.3t	31/12/2011	30/12/2014	Copy On File	
[Name]	Other	Fork Lift Truck	[RefNo]	No weight specified / Counterbalance 8t - Refresher/retest	03/10/2011		Copy On File	
[Name]	Other	Fork Lift Truck	[RefNo]	To 12t / No Expiry	23/12/2012		Copy On File	
[Name]	Other	Fork Lift Truck	[RefNo]	To 12t / No Expiry	09/11/2014		Copy On File	
[Name]	Other	Fork Lift Truck	[RefNo]	To 14t	31/10/2009	30/10/2014	Copy On File	
[Name]	CPCS	Fork Lift Truck	[RefNo]	No weight specified / Competent Operator		30/06/2016	Copy On File	
[Name]	NVQ	Fork Lift Truck	[RefNo]	No weight specified / Plant Operations (construction) - fork lift truck (QCF)	02/09/2011		Copy On File	
[Name]	Other	Fork Lift Truck	[RefNo]	To 14t	28/07/2009	28/04/2014	Copy On File	
[Name]	Other	Fork Lift Truck	[RefNo]	To 14t / No Expiry	23/05/2007		Copy On File	
[Name]	Other	Fork Lift Truck	[RefNo]	No weight specified		22/02/2013	Copy On File	
[Name]	Other	Fork Lift Truck	[RefNo]	No weight specified / No other details			Stated On CV	
[Name]	Other	Fork Lift Truck	[RefNo]	To 3t / No Expiry	12/03/2002		Copy On File	
[Name]	Other	Fork Lift Truck	[RefNo]	No weight specified / No other details			Stated On CV	
[Name]	CPCS	Fork Lift Truck	[RefNo]	No weight specified		31/12/2017	Copy On File	
[Name]	Other	Fork Lift Truck	[RefNo]	No weight specified / No Expiry	29/05/1979		Copy On File	
[Name]	Other	Fork Lift Truck	[RefNo]	To 14t	07/11/2009	30/11/2014	Copy On File	
[Name]	Other	Fork Lift Truck	[RefNo]	No weight specified		12/04/2015	Copy On File	
[Name]	Other	Fork Lift Truck	[RefNo]	To 16t / No Expiry	19/01/2015			

For confidentiality identification information has been obscured