## Instructions

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| 1. **All VOCs must be undertaken in accordance with** [**John Holland VOC Procedure**](http://ims.jhg.com.au/viewdocument.aspx?doc=JH-MPR-PAE-005)
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| 1. **Before conducting the VOC ensure the following steps are completed:**
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| * **Study the VOC instrument:** Read the VOC instrument and any specific instructions carefully before beginning the VOC.

You also need to be familiar with the specific item of plant or equipment or high risk activity for which the VOC applies. Where applicable, a copy of the operator’s manual should be obtained and studied.* **VOC Verifier skillset requirements:** Ensure you understand the skillset requirements as described in the procedure and demonstrate you can meet these skillset requirements.
* **Confirm VOC time and location:** Prior to any VOC, you must confirm the date, time and location of the VOC with the applicant, SME/s, and any other people.
* **Equipment access and use:** The availability of equipment, materials, and a suitable work area must be organised and confirmed prior to the VOC. Verify with the applicant any specific types of plant and/or equipment to be used, along with any attachments or different configurations which may apply.
* **Workplace factors:** Because procedures and processes vary between workplaces, it is important the VOC Verifier plans their approach to meet the requirements set out in the VOC and the workplace. Ensure any limitations such as workplace access, time constraints, access to equipment and materials, SMEs etc. are considered.
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| 1. **Planning and customising the VOC**
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| * **Planning:** The VOC should consider all site-specific conditions and requirements including but not limited to: risks and hazards; lifting equipment, types of materials being lifted, lifting configurations and lifting conditions.
* **Customising:** Additional questions and practical tasks may need to be added throughout the VOC to ensurethe applicant is verified against requirements specific to the workplace and the type of work the applicant will be required to be perform.
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| 1. **To verify competency, the following must be completed when undertaking the VOC:**
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| * **Pre-requisites:** Ensure evidence for any pre-requisites identified in the VOC are verified.
* **Answer questions:** The applicant must be able to correctly answer all questions related to their qualification. The questions applicants are required to answer depends on the type of HRWL they possess and the type of work they will be required to undertake.

The left hand side column of the instrument identifies which questions relate to each type of HRWL by categorising the question as either ‘ALL’, ‘RIG’, ‘INT or ADV’. The following explains which questions applicants are required to answer.

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| HRWL Type | Category of Question |
| ‘ALL’ | ‘RIG’ | ‘INT/ADV RIG’ | C:\Users\kscott\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\BBFLIU1I\MC900078715[1].wmf |
| Dogger | ✓ | x |  | ✓ |
| Basic Rigger | ✓ | ✓ |  | ✓ |
| Intermediate or Advanced Rigger | ✓ | ✓ | ✓ | ✓ |

* **Demonstrate practical competence:** The applicant must be able to safely and accurately perform all practical tasks (including any additional tasks) requested throughout the VOC.
* **Verifying competency:** Responses provided and practical tasks demonstrated will be used by the VOC Verifier (and SME) to determine if competency can be verified.
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| 1. **Undertaking the VOC:**
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| * **Welcome the applicant:** Thank the applicant for participating in the VOC and provide an overview of how it will be completed.
* **Instruction:** Ask the applicant to perform the VOC task/s described in the VOC and complete all sections. As a VOC Verifier, you will observe, ask questions along the way, and record results.
* **Complete all sections:** All details requested in the VOC must be provided, and questions and tasks ticked accordingly with the appropriate result. Legend to follow and to assist with completing the VOC:

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| **?** = Oral Question  | C:\Users\kscott\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\BBFLIU1I\MC900078715[1].wmf = Practical Task | 🗎 = Documents / Licences |
| **Y** = Verified Competency  | **N** = Not Yet Verified Competency | **NA** = Not Applicable for this VOC |

* **Adjustments:** Some questions may need to be repeated or reworded if further clarity is required. Some practical activities can be repeated (SME judgement required) where an adjustment / correction may need to be made by the applicant to demonstrate competence.
* **Records:** All John Holland personnel records must be recorded in the Chris21 (HRIS) system. Subcontractor records should also be maintained in Chris21 and/or must be kept at the workplace and readily available.
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## VOC Details

## Applicant (person to be verified)

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| --- | --- |
| Applicant Name |  |
| Employer |  |
| Contact Number |  | Email |  |

## VOC Details

|  |  |
| --- | --- |
| Date of VOC |  |
| Method of VOC | Evidence of Previous Experience, Oral Questions and Practical Tasks |
| Location of VOC |  |
| Description of Dogging / Rigging tasks to be verified |  |

## VOC Verifier (person conducting the VOC)

|  |  |
| --- | --- |
| VOC Verifier Name |  |
| Employer  |  | TOID if RTO |  |
| VOC Verifier Qualifications:(at least one must be ticked ✓) | * Certificate IV in Training and VOC
* Other VOC qualification: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_
* Completed the John Holland VOC Verifier Training
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## Subject Matter Expert (SME may also be the VOC Verifier)

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| SME Name  |  |
| SME Qualifications & Experience: | * Unit of Competency / Licence\_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_
* Statement of attainment or other equivalent unit
* Other qualifications (relevant): \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_
* Current/Relevant experience: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_
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## VOC Results

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| Competency of the applicant can be verified on the date of this VOC? | * **Yes**

HRWL:🞏DG 🞏 RB 🞏 RI 🞏 RA* **No 🡪 Provide recommendation or next steps:**
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| Further VOC required?  | 🞏 No 🞏 Yes 🡪 date scheduled:  |
| Applicant Signature: |  |
| SME Signature:  |  |
| VOC Verifier Signature:  |  |
| Other comments: |  |

## Additional VOC Result (only if required)

**This section should only be completed** where further VOC was determined as appropriate by the SME due to one of the following circumstances:

* Result (as shown above) was unable to verify competency and further verification for parts or all of the criteria is appropriate; or
* Changes to the high risk work or plant operation that was not previously verified such as changes to; workplace conditions; the way in which the plant or equipment is being used (i.e. attachments or configurations etc.); or
* The applicant was previously verified as competent using a particular make or model and is now required to operate a different make or model. The SME must have assessed both items of plant and determined they are so similar in operation that it is appropriate to customise the original VOC to verify competency for the additional item of plant rather than conduct a separate VOC. Where the SME determines that there are fundamental differences in makes / models i.e. (i.e. controls, configuration etc.) a separate VOC must be conducted.

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| Date of VOC |  |
| Location of VOC |  |
| Description of Dogging / Rigging tasks to be verified |  |
| Competency of the applicant can be verified on the date of this VOC? | * **Yes**
* **No 🡪 Provide recommendation or next steps:**
 |
| Applicant Signature: |  |
| SME Signature:  |  |
| VOC Verifier Signature:  |  |

## Verification of Competency

## All sections must be completed where a question or task is asked.

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| --- | --- | --- | --- |
| **Mandatory Prerequisite (must be completed before continuing with the VOC)** | **Y** | **N** | **NA** |
| **The following must be verified:** |
| **🗎** | High Risk Work Licence (dependent upon type of work) = DG, RA, RI, RBLicence type and no: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Expiry date: \_\_\_\_\_\_\_Note: Refer to ‘National Standard for Licencing for Persons Performing High Risk Work’ for further information on what type of dogging/rigging work is covered under each licence. |  |  |  |
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| **Plan Work** | **Y** | **N** | **NA** |
| **?****ALL** | **What types of hazards would you consider for incorporation into your TRA?**Suggested answer/s: power lines, falls from height, wind, falling materials/objects, load unsecure, overhead services, surrounding structures, pinching/crushing of body part, exceeding SWL or lifting equipment, incorrect or poor rigging configuration, failure of lifting points, lifting/pushing/pulling/bending, inexperienced or unqualified personnel, mobile plant, crane unsuitable or not maintained, slippery conditions, heat/fatigue, unstable/uneven ground |  |  |  |
| **?****ALL** | **List 5 methods of reducing hazards on site.**Suggested answer/s: Wear PPE, load control and use of tagline, clearing the patch of travel for loads being lifted, not standing in positions where there is a risk of being crushed, use of correct lifting configuration, inspecting lifting equipment prior to use, inspecting loads before unstrapping, ensuring engineered lifting devices are used, exclusion zones, ground tests |  |  |  |
| **?****ALL** | **Whilst inspecting lifting gear, what type of defects are you looking for?**Suggested answer/s: Excessive wear and tear, cracks, kinking, twisting, deforming, or out of shape, discolouration, stretching, sun rot, fraying, gouging, grade markings missing, SWL/WLL missing |  |  |  |
| **?****ALL** | **What colour will a test tag be if the lifting gear was inspected in April?**Suggested answer/s: Green |  |  |  |
| **?****ALL** | **What action would you take if whilst inspecting a lifting chain, you are unable to identify its SWL/WLL?**Suggested answer/s: Tag it out of service and do not use |  |  |  |
| **?****RIG** | **What type of Rigging certificate is required to perform the following tasks: hoists with jibs, self-climbing hoists, mobile crane booms, tower cranes?**Suggested answer/s: Intermediate Rigging Certificate, |  |  |  |
| **?****RIG** | **What type of Rigging certificate is required to perform the following tasks: fabricate hung scaffolds, suspended scaffold, span ropes and flying foxes?**Suggested answer/s: Advanced Rigging Certificate |  |  |  |
| **?****RIG** | **When does rigging gear need to be inspected?**Suggested answer/s: Prior to every use and after use. |  |  |  |
|  |  |  |  |  |
| **Set up for Lifting Materials** | **Y** | **N** | **NA** |
| ?**ALL** | **What is the minimum thickness of hardwood timber you would use for the underneath a crane outrigger?**Suggested answer/s: 75mm thick |  |  |  |
| ?**ALL** | **What is the percentage of wear in the link of a chain that will condemn the use?**Suggested answer/s:10% |  |  |  |
| ?**ALL** | **What is the maximum best practice angle between sling legs?**Suggested answer/s: 60 degrees |  |  |  |
| ?**ALL** | **What are three things that should be considered before lifting a load?**Suggested answer/s: Ground conditions, load weight, crane radius and reach, overhead and proximity hazards, de-rating of loads, load control, clearing of load arc, final position. |  |  |  |
| ?**RIG** | **For multi-crane hoisting applications, what is the minimum safety lift factor that shall apply to each of the cranes that is involved in the lift?**Suggested answer/s: 2 cranes = **20**%; 3 cranes = **33**%; 4 cranes = **50**% |  |  |  |
| ?**RIG** | **If the SWL of the hook is 2t, the shackle is 2t, the ring is 1t, and the rope is 2t, what is the overall SWL?**Suggested answer/s: 1t, The SWL of lifting gear is only as great as the part with the lowest SWL. |  |  |  |
| ?INT/ADV RIG | **What are four factors that need to be considered prior to conducting multi-crane lifts?**Suggested answer/s: Weight of load, centre of gravity, clear signals, coordination of all cranes. |  |  |  |
| ?INT/ADV RIG | **Use the formula for calculating the maximum weight of a load that can be lifted if:*****Max load = SWL (of sling) x angle factor x reeve factor*****Using the following information what is the maximum weight that can be lifted:*****Sling SWL = 8t, Angle factor = 1.73, reeve factor = 0.5***Suggested answer/s: 8 x 1.73 x 0.5 = 6.92t |  |  |  |
| ?INT/ADV RIG | **To calculate the weight of a load, if it is unknown, you must multiply the volume of the load by the weight of the material. Using the information below calculate the total weight of the load.****Rectangular stack of hardwood 3m long, 1m high and 0.5m across. The unit weight of hardwood is 1120kgs per cubic metre.**Suggested answer/s: 3m x 1m x 0.5m = 1.5 cubic metres.Unit weight of hardwood is 1120kgs per cubic metre. 1.5 x 1120 = 1680. Therefore, the total weight of the load is 1680kgs. |  |  |  |
| C:\Users\kscott\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\BBFLIU1I\MC900078715[1].wmf | **Is the Dogger/Rigger familiar with the John Holland Lift Planning Requirements Matrix and can they demonstrate how to use the document?** |  |  |  |
| C:\Users\kscott\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\BBFLIU1I\MC900078715[1].wmf | **Were the following points taken into consideration during set up? (tick ✓all that apply)**🞏 Area excluded and signed 🞏 Engineered anchor points utilised 🞏 Appropriate packing of outriggers 🞏 Area clear of obstructions🞏 Overhead services/structures 🞏 Ground conditions🞏 Prestart checks/inspections 🞏 Inspections of lifting gear🞏 Weight of load 🞏 % of lifting capacity utilised |  |  |  |
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| **Dogging/Rigging** | **Y** | **N** | **NA** |
| **?****ALL** | **What are four essential actions which must be followed if the crane was to come into contact with power lines?**Suggested answer/s: Tell others to stay away, tell operator to remain in machine, disconnect the machine from the power lines if possible, notify the Supervisor and electrical authority and ask to disconnect the power, report the incident to authorised personnel, crane to be reinspected prior to reuse. |  |  |  |
| **?****ALL** | **What are two reasons why you are not permitted to snig or drag a load?**Suggested answer/: causes unnecessary strain on the hydraulic system, causes the wire rope to pull on an angle rather than lift, like it is designed to, can cause property damage and increase the weight of the load. |  |  |  |
| **?****ALL** | **How would you find out the safe working distance around power lines in your work area?**Suggested answer/s: refer to the Australian Standards and the electrical regulator in your area |  |  |  |
| **?****ALL** | **What would happen if the hook was not directly positioned over a load when lifting?**Suggested answer/s: The load will begin to swing when it is being raised which may affect the stability of the crane |  |  |  |
| **?****ALL** | **When travelling with a carried load, should the tag line be attached? Explain why.**Suggested answer/s: Yes, to control a suspended load and to protect the dogman/rigger who can stand well clear of the load. |  |  |  |
| C:\Users\kscott\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\BBFLIU1I\MC900078715[1].wmf | **During the lift, did the Dogger/Rigger demonstrate all of the following?**🞏 Appropriate means of communication 🞏 Use of appropriate lifting techniques🞏 Clear use of correct hand signals 🞏 Exclusion zones maintained🞏 Suitable use selection of slings 🞏 Ensure smooth operation |  |  |  |
| C:\Users\kscott\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\BBFLIU1I\MC900078715[1].wmf | **Can the Dogger/Rigger demonstrate and explain the correct procedure for shifting a load, including the following?**🞏 Access and confirm the load mass, dimensions and centre of gravity of the load 🞏 Calculate the SWL/WLL of the slings and equipment to suit task requirements 🞏 Explain and demonstrate the correct slinging configuration of the load 🞏 Attach and position slings to the load to ensure safe movement 🞏 Attach slings to the hook while the hoist wire is vertical🞏 Attach tag lines to the load where required🞏 Demonstrate and explain how to prepare the load destination🞏 Perform test lift to ensure safe and secure movement. |  |  |  |
| C:\Users\kscott\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\BBFLIU1I\MC900078715[1].wmf | **Can the Dogger/Rigger demonstrate the following hand signals?**🞏 Hoist up/down 🞏 Boom down/up 🞏 Creep speed 🞏 Slew left/right 🞏 Boom in/out 🞏 Stop |  |  |  |
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| **Shut Down and Secure Crane** | **Y** | **N** | **NA** |
| C:\Users\kscott\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\BBFLIU1I\MC900078715[1].wmf | **Could the Dogger/Rigger demonstrate all the following events involved in task completion?**🞏 Work area inspected, tidied and cleared 🞏 Rigging gear inspected🞏 Rigging gear stored appropriately 🞏 Faults reported🞏 Defective equipment isolated and taken out of service |  |  |  |
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## The VOC is complete. Record results and retain records as required in the procedure.