## 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; equipment, machinery and attachments; and any other standards and requirements.
* **Customising:** Additional questions and practical tasks may need to be addedthroughout the VOC to ensure the applicant is assessed against requirements specific to the workplace and the type of work the applicant will be required to perform, i.e. plant configuration, plant modifications, make/model, workplace hazards and controls.
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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 all questions:** The applicant must be able to correctly answer all questions (including any additional questions) asked throughout the VOC.
* **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)

|  |  |
| --- | --- |
| 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 |  |
| Plant Make  |  | Plant Model  |  |
| Plant Make (If applicable) |  | Plant Model (If applicable) |  |
| Attachments (If applicable) |  |

## 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)

|  |  |
| --- | --- |
| 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**
* **No 🡪 Provide recommendation or next steps:**
 |
| 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.

|  |  |
| --- | --- |
| Date of VOC |  |
| Location of VOC |  |
| Plant Make  |  | Plant Model  |  |
| Attachments (if applicable) |  |
| 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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| --- | --- | --- | --- |
| **Prerequisites (must be completed before continuing with the VOC)** | **Y** | **N** | **NA** |
| **The following must be verified:** |
| **🗎** | High Risk Work Licence = PB: Licence no: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Expiry date: \_\_\_\_\_\_\_ |  |  |  |
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| **Plan Work** | **Y** | **N** | **NA** |
| **?** | **What types of hazards do you need to consider for your workplace?**Suggested answer/s: Trees, overhead services, surrounding structures, dangerous materials, underground/overhead services, recently filled trenches, other equipment |  |  |  |
| **?** | **List 5 methods of controlling hazards on site.**Suggested answer/s: Wear PPE, erect warning barriers, erect signage, traffic control, ensure good lighting, identify all surrounding services. |  |  |  |
| **?** | **The concrete boom is required to set up in a busy suburban street to pour a first floor slab. What considerations must be given to public and traffic safety?**Suggested answer/s: Erect barricading with adequate clearance around working area, ensure pedestrian access for public is still maintained, traffic control and road signage may be required |  |  |  |
| **?** | **What precautions must be taken when working near overhead power lines?**Suggested answer/s: Qualified spotters must be in place. Ensure boom is correctly earthed and signage and barricading is to be erected. Never work closer than the minimum distance specified in AS2550 |  |  |  |
| **?** | **A person dogging a load puts a hand on the hook and received an electric shock. What would be your initial action and what would you do to ensure the hazard is investigated?**Suggested answer/s: If possible, lift the hook clear of the person to break contact. Follow relevant first aid procedures and request assistance if required. Report the incident. Have machine inspected prior to reuse. |  |  |  |
| **?** | **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 |  |  |  |
| **?** | **What action would you take if you noticed the safety chain to the rubber placing hose was broken or missing?**Suggested answer/s: Ensure that it is replaced before using the pump |  |  |  |
| **?** | **What is the purpose of the safety chain connecting the rubber delivery hose to the boom? Can the pump be used without the safety chain?**Suggested answer/s: The chain prevents the hose from falling and striking people or objects. The pump cannot be used without the safety chain attached. |  |  |  |
| **?** | **What precautions need to be taken with regards to fixed/static placing lines?**Suggested answer/s: Ensure pipe joints are suitably supported. Vertical fixed/static placing lines shall be secured to the structure by means of brackets or other means of securing at no more than three metre centres. |  |  |  |
| **?** | **What height must the boom be kept above the upper most point of the scaffolding safety screens surrounding the job?**Suggested answer/s: Adequate clearance to accommodate boom and line deflection. |  |  |  |
| **?** | **Why is it important to keep all workers away from the discharge end of the line?**Suggested answer/s: To eliminate the possibility of workers being struck by a piece of aggregate protruding out of the line. |  |  |  |
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| **Conduct Routine Checks** | **Y** | **N** | **NA** |
| **?** | **If you found a defect in one of the main controls that would place the CPB at risk, what would you do?**Suggested answer/s: Secure the area and the machine and report to an authorised person. |  |  |  |
| **?** | **How often should ultrasound thickness testing be carried out to pipe line equipment and do the results have to be recorded?**Suggested answer/s: At monthly intervals. Results should be recorded in the log book. |  |  |  |
| ? | **Which sections of pipeline are subjected to the most wear and why?**Suggested answer/s: Reducers and bends due to the added friction caused by the movement of the concrete. |  |  |  |
| C:\Users\kscott\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\BBFLIU1I\MC900078715[1].wmf | **Can the operator demonstrate pre-start checks that should be made? (tick ✓ all that apply)**🞏 Visual motor check 🞏 SWL and manufacturers data plate CPB 🞏 Any structural damage 🞏 Boom hinge pins and lock plates 🞏 Hoses and couplings 🞏 Pipe coupling system and safety chains 🞏 Tyre conditions |  |  |  |
| C:\Users\kscott\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\BBFLIU1I\MC900078715[1].wmf | **Could the Operator identify the controls and explain their use?** |  |  |  |
| C:\Users\kscott\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\BBFLIU1I\MC900078715[1].wmf | **Has the operator done the following? (tick ✓ all that apply)**🞏 Read and signed onto TRA 🞏 Completed Start Card 🞏 Read and Signed onto PHA 🞏 Completed the machine log book  |  |  |  |
| C:\Users\kscott\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\BBFLIU1I\MC900078715[1].wmf | **Did the operator check the log book to confirm service history and ensure there is no reported damage?**  |  |  |  |
|  |  |  |  |  |
| **Set up Boom**  | **Y** | **N** | **NA** |
| ? | **You are required to pour concrete on a buttress wall beneath a bridge and the boom needs to be set up on the bridge. What considerations must be taken?**Suggested answer/s: Obtain an Engineers Certificate to ensure the strength of the bridge, ensure the bridge is adequate in size, traffic control is in place, and appropriate communication system is in place. |  |  |  |
| **?** | **What steps could you take if the ground the boom is setting up on is soft or wet?**Suggested answer/s: Steel plates, mats on timber pads or concrete rafts will assist in distributing loads under the CPB |  |  |  |
| **?** | **How would you check that the pump lines are secured correctly to the boom?**Suggested answer/s: By visually inspecting the securing brackets which attach the lines to the boom for correct tightness. |  |  |  |
| **?** | **How do you determine the area of packing required under outriggers/stabilisers?**Suggested answer/s: = 0.65 x (Crane Mass + Load Mass )  Soil Bearing Capacity |  |  |  |
| C:\Users\kscott\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\BBFLIU1I\MC900078715[1].wmf | **Can the Operator set up the boom as if on a new site? Confirm all of the following:**🞏 Position of boom is satisfactory 🞏 Outriggers fully extended 🞏 Outriggers correctly packed 🞏 Exclusion zone set up🞏 Carrier level to manufacturers recommendations and to effect pumping operations |  |  |  |
| C:\Users\kscott\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\BBFLIU1I\MC900078715[1].wmf | **Once set up, ask Operator ‘what considerations must be taken for correct use of outriggers/stabilisers?’ (tick ✓ all that apply)**🞏 Fully extended outriggers and engaged locking devise 🞏 Set up on firm ground🞏 Pig-sty packing under outriggers/stabilisers to distribute weight over a larger area |  |  |  |
| C:\Users\kscott\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\BBFLIU1I\MC900078715[1].wmf | **Can the Operator locate or identify the location of all the following documentation?**🞏 Operators Manual 🞏 Load chart 🞏 Company/Site Procedures 🞏 TRA/PHA 🞏 CPB log book checked to ensure all service requirements have been met  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Operate Boom** | **Y** | **N** | **NA** |
| **?** | **What would you do if the rubber placing hose is full of concrete and it is to be passed above workers?**Suggested answer/s: Attach a suitable stopper at the outlet end of the hose or kink the hose and tie it securely |  |  |  |
| **?** | **If outriggers/stabilisers sink into what appears to be a recently filled trench, what should the operator do?**Suggested answer/s: Immediately cease pumping, slew away from sinking outriggers. Relocate boom to avoid backfilled excavations. Reassess packing under outriggers. Have ground conditions tested before recommencing. |  |  |  |
| **?** | **Are you permitted to allow a person to ride upon the Operating Boom?**Suggested answer/s: No |  |  |  |
| **?** | **What should the Operator do in case of a blocked line?**Suggested answer/s: Reverse the pump. Reduce pressure in lines. Shut down pump. Restart pump at low pressure/speed |  |  |  |
| **?** | **What precautions need to be observed with regards to fixed/static placing lines?**Suggested answer/s: Ensure pipe joints are suitably supported. Vertical fixed/static placing lines shall be secured to the structure by means of brackets or other means of securing at no more than 3m centres. Do not use masonry friction fasteners to secure brackets. |  |  |  |
| **?** | **What sequences of events are involved in the priming of placing lines?**Suggested answer/s: Once pump lines have been set, the operator and observe will prepare line by priming with a neat mix of cement, sand and water slurry. Mix sufficient bags of cement, sand and water together. Place into delivery hopper, ensure mix has no lumps and should have an even smooth consistency. Pump slurry through lines. Dispose of slurry |  |  |  |
| C:\Users\kscott\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\BBFLIU1I\MC900078715[1].wmf | **Using the data plate, can the Operator explain all of the following?**🞏 Maximum permissible pressure for operating the pump hydraulic system🞏 Maximum permissible pressure for the concrete pipe 🞏 Maximum permissible internal diameter of the pipeline 🞏 Maximum permissible hose length |  |  |  |
| C:\Users\kscott\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\BBFLIU1I\MC900078715[1].wmf | **Can the Operator demonstrate all of the following hand signals?**🞏 Stop boom 🞏 Boom up/down 🞏 Stop pump 🞏 Slow down pump 🞏 Stop🞏 Slew right/left 🞏 Little bit 🞏 All finished 🞏 Start or speed pump |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Shut Down and Dismantle** | **Y** | **N** | **NA** |
| **?** | **Why is it important to shut down the motor prior to carrying out maintenance or repair work on any equipment on the boom?**Suggested answer/s: To ensure that there are no moving parts that could come into contact with and injure any maintenance personnel |  |  |  |
| **?** | **When not in use, how can you ensure that no unauthorised person can use the Boom?**Suggested answer/s: Lock equipment and secure key. |  |  |  |
| **?** | **What are the dangers of poor communications between the pump operator and assistants during line cleaning?**Suggested answer/s: The pump can be activated causing the cleaning ball to expectantly exit from the line at high speeds and strike personnel |  |  |  |
| **?** | **Outline the sequence of events during shut down**Suggested answer/s: Pump as much concrete as possible from line. Ensure safety chain is attached. Cap the end of the rubber placing line to prevent spillage whilst slewing and lowering boom. Slew boom and lower to ground level. Cease pump operation and open inspection hatch. Empty receiving hopper and clean. |  |  |  |
| C:\Users\kscott\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\BBFLIU1I\MC900078715[1].wmf | **Could the Operator demonstrate the sequence or events involved in cleaning out lines?****Reverse and drain method**🞏 Ensuring the hopper is empty🞏 Cap the end of the rubber placing line to prevent spillage whilst moving the boom🞏 Reverse the motor on the pump 🞏 Avoid pumping in the reverse mode at full pressure🞏 Empty delivery hopper in a pre-designated place or return to yard.**Blow out method**🞏 Pump Off 🞏 Insert cleaning device 🞏 Turn pump on 🞏 Pump stop  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

## The VOC is complete. Record results and retain records as required in the procedure.