## 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 they 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:

|  |  |  |
| --- | --- | --- |
| **?** = 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:(at least one must be ticked ✓) | * Unit of Competency / Licence\_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_
* Statement of attainment or other equivalent unit
* Other qualifications (relevant): \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_
* Current/Relevant experience: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_
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## VOC Results

|  |  |
| --- | --- |
| 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.

|  |  |  |  |
| --- | --- | --- | --- |
| **Prerequisites (must be completed before continuing with the VOC)** | **Y** | **N** | **NA** |
| **At least one of the following must be verified:** |
| **🗎** | Licence/Ticket/Certificate = PR: Licence no: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Expiry date: \_\_\_\_\_\_\_ |  |  |  |
| **🗎** | Log book with at least 50 hours of experience: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |
| **🗎** | [Letter of Confirmation of Experience](http://ims.jhg.com.au/viewdocument.aspx?doc=JH-FRM-PAE-005-31&newtab=true) from an employer verifying experience: \_\_\_\_\_\_\_\_ |  |  |  |
|  |  |  |  |  |
| **Plan Work** | **Y** | **N** | **NA** |
| **?** | **What types of hazards would you consider incorporating into your TRA?**Suggested answer/s: Power lines, trees; overhead/underground services; surrounding structures; obstructions; facilities; dangerous materials. |  |  |  |
| **?** | **What are 3 things you could do to control hazards?**Suggested answer/s: Wear appropriate PPE; erect warning signs; exclusion zones/barricades; traffic control; trained people; lighting; spotters; storage of chemicals. |  |  |  |
|  |  |  |  |  |
| **Conduct Routine Checks** | **Y** | **N** | **NA** |
| **?** | **If you found a defect in one of the main controls that would place the rig and / or personnel at risk, what would you do?**Suggested answer/s: Secure the area and the machine and report it to an authorised person (Supervisor / Plant Manager) |  |  |  |
| **?** | **Why should the maintenance service log book be used?**Suggested answer/s: To record an accurate account of all services, maintenance, and repairs of the rig. |  |  |  |
| **?** | **Why is it important to quarantine defective equipment?**Suggested answer/s: To eliminate the possibility of further use on unsafe equipment. |  |  |  |
| C:\Users\kscott\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\BBFLIU1I\MC900078715[1].wmf | **Did the operator check the following (external) items before starting the machine? (tick ✓ all that apply)**🞏 Safety features and alarms: condition and operation 🞏 Tracks/wheels: condition 🞏 Hydraulic and fluid: levels and leaks 🞏 GET+ Attachments: condition🞏 Controls and gauges: operating normally and labelled 🞏 Structural damage🞏 Mirrors and visual aids: condition and position 🞏 Condition of access (steps)🞏 Radio (if fitted): operational and reception 🞏 Rope Drums🞏 All ropes, wires, anchorages, slices and hooks 🞏 Other (please specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |
| C:\Users\kscott\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\BBFLIU1I\MC900078715[1].wmf | **Could the operator locate or identify the following items? (tick ✓ all that apply)**🞏 Log Book 🞏 Operators Manual 🞏 Load Charts 🞏 TRA 🞏 Start Card 🞏 PHA |  |  |  |
| 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 a machine prestart  |  |  |  |
| 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 there is no reported damage?** |  |  |  |
| C:\Users\kscott\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\BBFLIU1I\MC900078715[1].wmf | **Could the operator locate all of the following instruments and gauges?**🞏 Slewing Lever 🞏 Hoist Lever 🞏 Boom In/Out 🞏Slew Brake 🞏 Load moment indicator/limiter 🞏 Accelerator 🞏 Sprag Lever 🞏 Horn |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Set Up Rig** | **Y** | **N** | **NA** |
| **?** | **How would you make sure the rig is set up level?**Suggested answer/s: Using a bubble level indicator or spirit level |  |  |  |
| **?** | **Where would you identify the operating zone of the rig?**Suggested answer/s: On the rigs load chart, ie quadrants of operation or working zone charts. |  |  |  |
| **?** | **Who should be involved in assessing the load?**Suggested answer/s: Generally the rig operator and dogman. |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Operate Rig** | **Y** | **N** | **NA** |
| **?** | **What are 4 precautions which should be taken when mobiling a loaded rig?**Suggested answer/s: Check tracks for correct tension and condition; jib to be raked back as far as possible and the hammer/load as close to the ground as practical; be aware of changing operating zones when slewing the rig; ensure travel path is clear; load secured with taglines of as close as possible to rig to avoid unnecessary swing; watch out for hazards. |  |  |  |
| **?** | **In what position would you have the mast when carrying a pile?**Suggested answer/s: With the mast raked slightly back. |  |  |  |
| **?** | **Why is it important to have the lifting hook positioned correctly over the load?**Suggested answer/s: To reduce the risk of overloading or collapsing the rig and prevent load from swinging on lift. |  |  |  |
| **?** | **If a hook spins rapidly what may it indicate?**Suggested answer/s: The rope has been twisted when running down the drum; the rope used may be the wrong type; the rope may be incorrectly fixed at the head of the boom; the rope may be incorrectly fitted to the winch drum. |  |  |  |
| **?** | **What reduction must be made to the Working Load Limit of a FSWR sling when it is reeved on a square load? (may refer to operators manual)**Suggested answer/s: 50% |  |  |  |
| **?** | **What does it mean when it’s said that the load chart is based on 75% of tipping?**Suggested answer/s: It is referring to the Rated Capacity based on stability requirements for a stationary rig. There is a 25% safety margin or buffer built into the load chart. |  |  |  |
|  |  |  |  |  |
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| **Operate Rig - Pitch Pile** | **Y** | **N** | **NA** |
| C:\Users\kscott\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\BBFLIU1I\MC900078715[1].wmf | **Was a clearance zone of up to 25m around the rig provided when rig is working?** |  |  |  |
| C:\Users\kscott\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\BBFLIU1I\MC900078715[1].wmf | **Was the pile dragged to within 10m of the rig?** |  |  |  |
| C:\Users\kscott\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\BBFLIU1I\MC900078715[1].wmf | **When dragging the pile were the leaders raked slightly forward?** |  |  |  |
| C:\Users\kscott\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\BBFLIU1I\MC900078715[1].wmf | **Was the hammer and pile raised together?** |  |  |  |
| C:\Users\kscott\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\BBFLIU1I\MC900078715[1].wmf | **Was the pile placed inside the hammer guide?** |  |  |  |
| C:\Users\kscott\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\BBFLIU1I\MC900078715[1].wmf | **Were the leaders raked above the ground allowing clearance for rig to slew pile into position?** |  |  |  |
|  |  |  |  |  |
| **Operate Rig - Drive Pile** | **Y** | **N** | **NA** |
| C:\Users\kscott\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\BBFLIU1I\MC900078715[1].wmf | **Did 1 or 2 men position toe of pile in its correct position in relation to the offset pegs?**  |  |  |  |
| C:\Users\kscott\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\BBFLIU1I\MC900078715[1].wmf | **Was the leader raked forward to suit placing of the pile?** |  |  |  |
| C:\Users\kscott\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\BBFLIU1I\MC900078715[1].wmf | **Were leaders plumbed in both directions?** |  |  |  |
| C:\Users\kscott\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\BBFLIU1I\MC900078715[1].wmf | **Once plumbed, were leaders slewed or walked into final position?** |  |  |  |
| C:\Users\kscott\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\BBFLIU1I\MC900078715[1].wmf | **When starting to drive the pile, was the drop height set at minimum and increased slowly?** |  |  |  |
| C:\Users\kscott\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\BBFLIU1I\MC900078715[1].wmf | **Was downtime set at maximum and reduced slowly?** |  |  |  |
| C:\Users\kscott\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\BBFLIU1I\MC900078715[1].wmf | **Were both the drop height and downtime adjusted until correct parameters were achieved?** |  |  |  |
| C:\Users\kscott\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\BBFLIU1I\MC900078715[1].wmf | **Can the operator demonstrate the following signals (tick all that apply):**🞏 Number 8 (Thumb, 1st, 2nd and 3rd fingers, hand closed) 🞏 Rake forward (1st & 2nd fingers pointing forward, overhead, rest of hand) 🞏 Stop (Hand held head high with palm towards operator) 🞏 Hammer Raise (Indicate hammer winch with 1st & 2nd fingers pointing up, rest of hand closed. The whole hand to be moved to indicate upward movement) |  |  |  |
|  |  |  |  |  |
| **Shut Down and Secure Rig** | **Y** | **N** | **NA** |
| **?** | **How should the rig be positioned when finishing up for the day?**Suggested answer/s:Load to be removed; rig packed up to manufacturers specifications. |  |  |  |
| C:\Users\kscott\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\BBFLIU1I\MC900078715[1].wmf | **When shutting the rig down were the following steps taken (tick all that apply):**🞏 Parks on firm level ground away from trenches/roadways and entrances🞏 Mast/leader level 🞏 Lowers boom foot to ground 🞏Hammer to ground🞏 Release hydraulic pressure 🞏Remove Keys 🞏Lock Machine |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

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