## 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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|  | Note: The instrument should be used for scissor lifts. For articulating booms, telescopic booms and trailer mounted Z booms refer to Verification of Competency (VOC) Mobile Elevating Work Platform (MMEWP) – Boom Type |
| 1. **Before conducting the VOC ensure the following steps are completed:**
 |
| * **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.
 |
| 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; 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 required to be performed, i.e. plant make/model, workplace hazards and controls.
 |
| 1. **To verify competency, the following must be completed when undertaking the VOC:**
 |
| * **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:**
 |
| * **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.
 |
| 1. **Additional VOC Results**
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| * This section should only be completed where further VOC was determined as appropriate by the SME due to one of the following circumstances:
* Results (as shown above) were unable to fully 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, configurations etc.)

The applicant has previously been assessed as competent using a particular make or model and is now required to operate a different make or model. The SME has 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. Note: 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. |

## 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
 |

## 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

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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** |
| **At least one of the following must be verified:** |
| **🗎** | Licence/Ticket/Certificate = SL: Licence no: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Expiry date: \_\_\_\_\_\_\_ |  |  |  |
| **🗎** | Statement of Attainment = Operate Elevated Work Platform or an equivalent unit of competency: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |
| **🗎** | Log book with at least 50 hours of operation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |
| **🗎** | [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: \_\_\_\_\_\_\_\_\_ |  |  |  |
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| **Plan Work** | **Y** | **N** | **NA** |
| **?** | **What types of site hazards would you incorporate into your TRA**Suggested answer/s: Powerlines, trees, overhead / underground services, surrounding structures, dangerous materials, recently filled trenches, other personnel, soft/uneven ground, other machinery, wind/inclement weather |  |  |  |
| **?** | **List 5 methods of controlling hazards on site**Suggested answer/s: Wear PPE, Erect signage, erect exclusion zones, organise traffic control, set up on hard stable ground, complete prestart checks |  |  |  |
| **?** | **What precautions must be observed when working near overhead power lines?**Suggested answer/s: Have qualified spotter in place. Ensure plant is correctly earthed and that barricades are erected around work area for public safety. Exclusion zones are maintained between the machine and power lines  |  |  |  |
| **?** | **How do you determine the allowable load of the MEWP?**Suggested answer/s: The combined weight of any equipment or personnel must not exceed the SWL of the MEWP as outlined on the compliance plate. |  |  |  |
| **?** | **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 |  |  |  |
| **?** | **At what wind speed would you cease operation of an MEWP?**Suggested answer/s: As per manufacturers specifications in the operation manual |  |  |  |
| **?** | **When an MEWP is fitted with outriggers, can the outriggers impact underground services when deployed?**Suggested answer/s: Yes. The force exerted by the outrigger leg can cause damage to any underground services and/or ground collapse which could cause the MEWP to overturn. The MEWP should be relocated or set up on steel plates, sleeper mats or pig-sty packing. |  |  |  |
| **?** | **Can you outline a situation where a spotter would be required whilst operating an MEWP? What must the spotter be familiar with?**Suggested answer/s: A spotter may be required when working in close proximity to hazards or when an exclusion zone is not possible. The spotter must be familiar with the location of the EDD and how to use it. |  |  |  |
| **?** | **Should an MEWP be set up next to an open trench? What general rule should be applied regarding safe working distances for excavations?**Suggested answer/s: No. The MEWP should not be set up close to an excavation as the weight of the MEWP causes added pressure to the adjoining soil and can cause the excavation to collapse and result in the MEWP overturning. The distance of the MEWP from the edge of the excavation should be at least the same as the depth of the hole. |  |  |  |
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| **Conduct Routine Checks** | **Y** | **N** | **NA** |
| C:\Users\kscott\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\BBFLIU1I\MC900078715[1].wmf  | **Can the Operator demonstrate what pre-operational checks would be made prior to starting the machine? (tick ✓ all that apply)**🞏 Safety features and alarms: condition and operation 🞏 Tyres: condition 🞏 Hydraulic and fluid: levels and leaks 🞏 Latch on gate: condition🞏 Controls and gauges: operating normally and labelled 🞏 Outriggers (if fitted): condition🞏 EDD: condition, operational and position 🞏 Structural body damage 🞏 ID plates and decals: present and readable 🞏 Condition of access (ladder)🞏 Check machine service is conducted regularly🞏 Familiarise oneself with the operation components of the machine  |  |  |  |
| C:\Users\kscott\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\BBFLIU1I\MC900078715[1].wmf | **After starting the machine the operator completed function tests of at platform controls and at ground controls** |  |  |  |
| C:\Users\kscott\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\BBFLIU1I\MC900078715[1].wmf | **Can the Operator identify the location of the following documentation? (tick ✓ all that apply)**🞏 MEWP log book 🞏 Operators Manual 🞏 Company/site Procedures 🞏 TRA /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 machine prestart  |  |  |  |
| C:\Users\kscott\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\BBFLIU1I\MC900078715[1].wmf | **Can the Operator advise what the safe working load of the MEWP is?** |  |  |  |
|  |  |  |  |  |
| **Set up MEWP**  | **Y** | **N** | **NA** |
| **?** | **If the ground is soft or wet, what steps must be taken to assess the situation and if appropriate, to improve the load distribution under the MEWP?**Suggested answer/s: Assessment of ground conditions is to be carried out by a competent person. Steel plates, mats on timber pads or even concrete rafts will assist in distributing the loads under the MEWP. If this is not sufficient, do not operate the machine in that environment. |  |  |  |
| ? | **What do you do if the MEWP you are in seems to be leaning to one side?**Suggested answer/s: Lower the platform/basket to the ground, check the outriggers (if fitted) to ensure stability as they may need re-packing. Check ground conditions before any attempt is made to elevate the platform/basket. Re-position the MEWP if possible. |  |  |  |
| **?** | **If fitted, when should the outriggers be deployed on the MEWP?**Suggested answer/”: At all times when personnel are in the MEWP and it is not travelling |  |  |  |
| **?** | **What points shall be considered when setting up for the correct use of outriggers?**Suggested answer/”: Fully extended outriggers. Set up on a stable level work surface. Avoid backfilled trenches. Set up signage and barricading. Pig-sty packing under outriggers to distribute weight |  |  |  |
| **?** | **When operating a MEWP on a suspended floor of a building, what must the operator ensure prior to undertaking his work?**Suggested answer/s: Ensure the slab can support the scissor lift, ensure exclusions zones are established and signage erected to warn other workers, check for drops offs/step downs & penetrations in vicinity and ensure there are controls in place to manage these types of hazards |  |  |  |
| C:\Users\kscott\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\BBFLIU1I\MC900078715[1].wmf | **During set up, did the Operator ensure the following? (tick ✓ all that apply)**🞏 The MEWP set up was satisfactory in 🞏 Exclusion zones established and signage  relation to the task to be undertaken displayed 🞏 Parking brake firmly applied 🞏 Rotating flashing lights working🞏 Where outriggers are fitted, these are 🞏 Travelling alarm working  fully extended and appropriate packed 🞏 All personnel are clear of the patch of the 🞏 Steering/brakes: operations scissor lift while the platform is being 🞏 The movement of the basket will not lowered to the entry position bring any part of the machine within the  minimum distance from live overhead  conductors as specified |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Operate MEWP** | **Y** | **N** | **NA** |
| **?** | **If the MEWP was to come into contact with the power lines, what must be done?**Suggested answer/s: Remain in platform/basket until power is disconnected. Warn all other people nearby to stay away. Try to move MEWP away from conductors using platform/basket controls. Report incident to your Supervisor and the electrical supply authority. Check machine prior to reuse. |  |  |  |
| **?** | **Under what conditions can the SWL of the platform/basket capacity be exceeded?**Suggested answer/s: Never |  |  |  |
| **?** | **When may a self-propelled MEWP be driven in an elevated position?**Suggested answer/s: When the manufacturers operating instructions explicitly permit travelling with the platform/basket raised. |  |  |  |
| **?** | **Can the Operate demonstrate awareness of risks associated with operating the MEWP within a restricted area?** Suggested Answer: Potential to be crushed against a fixed structure or being pinned against the controls and unable to manoeuvre themselves or the machine. |  |  |  |
| **?** | **Can you mobile an MEWP across the side of a hill? Explain your answer**Suggested answer/s: No, unless you can confirm the slope of the hill is less than 20 degrees. |  |  |  |
| C:\Users\kscott\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\BBFLIU1I\MC900078715[1].wmf | **Can the Operator demonstrate the sequence of events involved in raising, and lowering the platform/basket? Were the following points considered?**🞏 Assess task requirements, height, radius and any workplace hazards🞏 Ensure the MEWP is set on solid foundations 🞏 Extend outriggers fully🞏 Place pig-sty packing under outriggers to distribute load over a larger area🞏 Ensure access to and from platform/basket is suitable and safe🞏 Raise and lower the platform/basket🞏 Extend the platform (scissor lift only)🞏 Demonstrate all directions of travel🞏 Operate EDD controls |  |  |  |
| C:\Users\kscott\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\BBFLIU1I\MC900078715[1].wmf | **Did the Operator demonstrate skills required to meet project levels?** |  |  |  |
| C:\Users\kscott\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\BBFLIU1I\MC900078715[1].wmf | **Can the operator demonstrate how to remove the console and operate the MEWP from outside the basket for manoeuvring through doorways and other restricted head clearance areas?** |  |  |  |
| C:\Users\kscott\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\BBFLIU1I\MC900078715[1].wmf | **Did the Operator demonstrate sufficient knowledge of Plant Risk Assessment?** |  |  |  |
| C:\Users\kscott\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\BBFLIU1I\MC900078715[1].wmf | **Did the Operator monitor exclusion zones during works?** |  |  |  |
| C:\Users\kscott\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\BBFLIU1I\MC900078715[1].wmf | **Did the Operator demonstrate the attitude required that meets safety and procedural compliance?** |  |  |  |
| C:\Users\kscott\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\BBFLIU1I\MC900078715[1].wmf | **Did the Operator achieve the required quality standards during operation?** |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Shut Down MEWP** | **Y** | **N** | **NA** |
| **?** | **What post operation checks are required to be performed on an MEWP?**Suggested answer/s: Visual checks including checking hydraulic rams and lines for leaks, check for dents, cracks and welds, check slew ring, check platform/basket, outriggers and safety devices. |  |  |  |
| **?** | **List 3 locations you should avoid parking an MEWP**Suggested answer/s: Fire/emergency exits, access ways, blind corners, refuelling sites, in front of first aid facilities, under power lines, in heavy traffic areas |  |  |  |
| C:\Users\kscott\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\BBFLIU1I\MC900078715[1].wmf | **Can the Operator demonstrate the steps involved in shutting down an MEWP?****Were the following points considered?**🞏 Identify all obstructions and site hazards 🞏 Shut down motor 🞏 Lower platform/basket 🞏 Disembark from platform/basket🞏 Retract outriggers 🞏 Isolate MEWP🞏 Lock platform/basket of carrier to prevent excessive movement 🞏 Stowe away packing utilised  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

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