## 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 conditions 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. 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)

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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 |  |
| 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)

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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**
* **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.

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| --- | --- |
| 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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| **Mandatory Prerequisite (must be completed before continuing with the VOC)** | **Y** | **N** | **NA** |
| **The following must be verified:** |
| **🗎** | High Risk Work Licence = CS: Licence no: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Expiry date: \_\_\_\_\_\_\_Note: Covers the operation of a crane where the tower structure and boom/jib elements are not disassembled into component sections, which can be transported between sites as a complete unit, and where the erection and dismantling processes are an inherent part of the crane’s function. |  |  |  |
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| **Plan Work** | **Y** | **N** | **NA** |
| **?** | **List 5 hazards that would be common in your workplace for a self-erecting tower crane?**Suggested answer/s: Power lines, Service lines, trees, bridges, buildings/structures, traffic (plant and people), ground conditions, underground services |  |  |  |
| **?** | **Why shouldn’t a Self-Erecting Tower Crane be set up/assembled close to an excavation?**Suggested answer/s: Because the weight of the crane creates additional pressure to the adjoining soil and can cause the excavation to collapse resulting in the overturning of the crane. |  |  |  |
| **?** | **Before conducting a lift safely, you must estimate the weight of the load. List 3 ways you can identify the weight of the load if unknown**Suggested answer/s: Check with the driver who delivered the load as the weight may be on the delivery docket, check the manufacturers specifications of the load, check the load itself as it may be marked, calculate the weight of the load |  |  |  |
| **?** | **Once the weight of the load is known, how can you identify if the crane can safely lift the load?**Suggested answer/s: By referring to the crane’s load chart. |  |  |  |
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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 crane/personnel at risk, what would you do?**Suggested answer/s: Secure the area and the machine and report the defect to an authorised person |  |  |  |
| **?** | **If the crane is required to set up on a slight slope, how can you determine if the machine is level?**Suggested answer/s: By using a spirit level |  |  |  |
| **?** | **What is the minimum thickness of a hardwood plank used to pack outriggers?**Suggested answer/s: Planks used must be at least 75mm |  |  |  |
| 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 crane 🞏 Any structural damage 🞏 Examine ropes, splices, anchorages and hooks where practical 🞏 Hoses and couplings 🞏 Load chart |  |  |  |
| 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 | **Can the Operator identify the location of the following documentation? (tick ✓ all that apply)**🞏 Crane 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 a machine prestart  |  |  |  |
| C:\Users\kscott\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\BBFLIU1I\MC900078715[1].wmf | **Can the Operator identify what checks are to be made once the motor has started?****(tick ✓ all that apply)**🞏 Hoist and slew brake 🞏 Hoist limit and deceleration limit 🞏 Comms system🞏 Maximum radius limit 🞏 Deadman operation on controls 🞏 Back up signalling system🞏 Radius indicator 🞏 Counterweight and attachments 🞏 Horn/lights/drive indicator |  |  |  |
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| **Operate Crane** | **Y** | **N** | **NA** |
| **?** | **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 hazard exists when accessing and egressing steel ladders in wet weather?**Suggested answer/s: The access ladder will be slippery, it would be easy to slip and fall. |  |  |  |
| **?** | **Why should you never snig or drag a load?**Suggested answer/s: Because this may cause damage to the load, cause the load to swing, add additional weight onto the crane. |  |  |  |
| **?** | **What steps should you take if the crane comes into contact with power lines during operation**Suggested answer/s: Try to move the crane out of the way using controls, warn those in the area to stay away, remain in the cabin until power can be disconnected, have the crane inspected prior to reuse. |  |  |  |
| **?** | **A dogger puts a hand on the hook and received an electric shock, what would be your initial action?**Suggested answer/s: lift the hook clear of the dogger if possible to break contact with earth; follow relevant first aid procedure as required and seek medical assistance; report the hazard to the appropriate personnel/Management |  |  |  |
| **?** | **What is the maximum wind speed your crane can work in?**Suggested answer/s: As per the load chart/manufacturers specification for the particular crane and its configuration |  |  |  |
| **?** | **What hazard exists when accessing and egressing steel ladders in wet weather?**Suggested answer/s: The access ladder will be slippery, it would be easy to slip and fall. |  |  |  |
| **?** | **Are you allowed to carry out a multiple crane lift with a self-erecting tower crane?** Suggested answer/s: No |  |  |  |
| **?** | **If during a lift you need to leave the controls, what should you do?**Suggested answer/s: Lower the load to the ground safely, shut the crane down accordingly to the manufacturer’s instruction |  |  |  |
| **?** | **Are you permitted to allow a person to ride upon the lifting hook and or sling attachment? Explain your answer**Suggested answer/s: No, unless a person is secured in a suspended workbox which meet all necessary requirements. |  |  |  |
| C:\Users\kscott\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\BBFLIU1I\MC900078715[1].wmf | **Could the operator demonstrate all of the following?**🞏 Secure loads 🞏 Lift conforms with load chart 🞏 Slew loads🞏 Load slung correctly 🞏 Hoist/lower loads 🞏 interpret signals correctly🞏 Conduct trial lift 🞏 Luff up/down loads 🞏 smooth movements |  |  |  |
| C:\Users\kscott\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\BBFLIU1I\MC900078715[1].wmf | **Could the Operator demonstrate all of the following hand signals?**🞏 Hoist up/down 🞏 Boom down/up 🞏 Creep speed 🞏 Slew left/right 🞏 Stop |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Shut Down and Secure Crane** | **Y** | **N** | **NA** |
| **?** | **If the crane is to be left in free slew, why is it important that you raise the hook clear of obstructions for the full 360 degree crane?**Suggested answer/s: To eliminate the risk of the hook damaging any buildings or structures. The crane must be left in free slew to ensure any wind present doesn’t negatively impact on the crane’s stability |  |  |  |
| C:\Users\kscott\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\BBFLIU1I\MC900078715[1].wmf | **Could the Operator demonstrate the following sequence of events involved in shutting down the crane in accordance with all established procedures**🞏 Hazard lights (aircraft warning)🞏 Slings removed🞏 Raise hook to maximum height 🞏 Shut down as per manufacturer’s instructions and as per site conditions🞏 Lock and secure crane |  |  |  |
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## The VOC is complete. Record results and retain records as required in the procedure.