## 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 Licence:** 🞏 C2 🞏 C6 🞏 C1 🞏 CO
* **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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| **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 slewing crane) = C2, C6, C1, CO Licence type and no: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Expiry date: \_\_\_\_\_\_\_\_\_\_\_\_\_Note: C2=slewing mobile cranes with a capacity up to 20 tonnes; C6=slewing mobile cranes with a capacity up to 60 tonnes; C1=slewing mobile cranes with a capacity up to 100 tonnes; C0=slewing mobile cranes with a capacity over 100 tonnes capacity. |  |  |  |
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| **Plan Work** | **Y** | **N** | **NA** |
| **?** | **What types of hazards would you consider for incorporation into your TRA?**Suggested answer/s: Power lines, trees, overhead services, surrounding structures, dangerous materials, underground services, ground stability, other equipment |  |  |  |
| **?** | **List 5 methods of reducing hazards on site.**Suggested answer/implement designated exclusion zones, erect warning barriers, erect signage, traffic control, ensure good lighting, wear PPE |  |  |  |
|  |  |  |  |  |
| **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 area and the machine by tagging out of service and report to an authorised person |  |  |  |
| **?** | **Why should the maintenance service logbook be used?**Suggested answer/s: To record an accurate account of all services, maintenance and repairs and work history of the machine. |  |  |  |
| 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)**🞏 Engine/hydraulic Oil 🞏 Coolant/fuel Levels 🞏 Fire extinguisher🞏 Rope drums 🞏 Structural Damage 🞏 Tracks🞏 All winches, ropes, wires, anchorages, slices and hooks 🞏 Outriggers and packing |  |  |  |
| 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 | **Can the operator demonstrate the correct start up procedure including all of the following?** 🞏 Maintain 3 points of contact 🞏 Seat belt secured 🞏 Apply park brake 🞏 Ignition turned and engine started |  |  |  |
| C:\Users\kscott\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\BBFLIU1I\MC900078715[1].wmf | **Once engine started, did the operator check the throttle control and the air pressure gauge?** |  |  |  |
| C:\Users\kscott\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\BBFLIU1I\MC900078715[1].wmf | **Can the operator locate the following functions in the crane cabin?** (tick ✓ all that apply)🞏 Seat adjustment 🞏 Slewing brake lever 🞏 Accelerator🞏 Main hoist level 🞏 Aux hoist lever 🞏 Boom elevation🞏 Slew lever 🞏 Load moment indicator 🞏 Horn 🞏 Fire extinguisher 🞏 Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |
| 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 crane log book  |  |  |  |
|  |  |  |  |  |
| **Set up Crane** | **Y** | **N** | **NA** |
| ? | **How would you make sure the crane is set up level?**Suggested answer/s: Using The bubble level indicator or spirit level |  |  |  |
| ? | **What is the general formula used to determine the area of packing required under outriggers?**Suggested answer/s: 0.65 x (Crane Mass + Load Mass) Soil Bearing Capacity |  |  |  |
| ? | **Where would you identify the operating zone of the crane? (e.g. over the rear)**Suggested answer/s: On the cranes load chart, i.e. quadrants of operation or working zones chart. |  |  |  |
| C:\Users\kscott\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\BBFLIU1I\MC900078715[1].wmf | **Can the operator demonstrate crane set up (horizontal alignment) including all of the following?** 🞏 A site is selected which allows horizontal alignment🞏 Outriggers extended/pinned 🞏 Adequate supports installed to distribute load🞏 Crane aligned horizontally using jack controls 🞏 Bubble level indicators used to confirm alignment🞏 All tyres clear of the ground🞏 Counterweight matches the configurations entered in the cranes computer🞏 Crane level |  |  |  |
| C:\Users\kscott\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\BBFLIU1I\MC900078715[1].wmf | **Was the Operator able to conduct all of the following functional operations?**🞏 Hoist brake 🞏 Maximum radius 🞏 Warning system devices🞏 Hoist up/down limit 🞏 Luff up/down limit 🞏 Boom assembly checked |  |  |  |
|  |  |  |  |  |
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| **Operate Crane** | **Y** | **N** | **NA** |
| **?** | **What are four essential actions which must be followed if the crane was to come into contact with power lines?**Suggested answer/s: Remain in the machine, tell other personnel to stay away, disconnect the machine from the power lines if possible, notify the electrical authority and ask to disconnect the power, report the incident to authorised personnel. |  |  |  |
| **?** | **What are the requirements that would permit you to lift personnel with the crane?**Suggested answer/s: Any requirements specified by crane manufacturer, any requirements covered by workplace conditions, any requirements specified by state authorities, in accordance with the relevant Australian Standards |  |  |  |
| **?** | **Are you permitted to allow a person to ride upon the lifting attachment?**Suggested answer/s: No, unless a person is secured in a suspended workbox which meets all necessary requirements. |  |  |  |
| **?** | **Can you use the jib of a crane as a ladder to access a worksite or as a work platform?**Suggested answer/s: Under no circumstances can the jib of a crane be used as a method of access or as a work platform as it is against regulations and is unsafe. |  |  |  |
| **?** | **A dogger puts a hand on the hook and receives 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 dogger to break contact with the earth. Follow relevant first aid procedures as required. Seek medical assistance. Report the hazard to necessary personnel. |  |  |  |
| **?** | **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 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. |  |  |  |
| **?** | **How close to the ground would you keep the load when moving?**Suggested answer/s: As close as practical. |  |  |  |
| **?** | **Looking at a crane load chart, what is meant by the term “operating radius”?**Suggested answer/s: It is the distance from the centre of the cranes slew ring to the centre of gravity of the load. |  |  |  |
| **?** | **State 3 essential items of information you would expect to obtain from a load chart?**Suggested answer/s: Mass of hook block, winch line pull in tonnes or kilograms, SWL for a given crane configuration. |  |  |  |
| **?** | **What needs to be calculated to determine the crane capacity at radius?**Suggested answer/s: The weight of the load, the hook block and lifting attachment weights are calculated together to determine the crane capacity at radius. |  |  |  |
| C:\Users\kscott\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\BBFLIU1I\MC900078715[1].wmf | **Can the operator demonstrate all of the following functions?**🞏 Secure loads 🞏 Travel with load (where possible) 🞏 Slew load🞏 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 | **Can the Operator demonstrate / understand all of the following hand signals?**🞏 Hoist up/down 🞏 Boom down/up 🞏 Creep speed 🞏 Slew left/right 🞏 Boom in/out |  |  |  |
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| **Shut Down and Secure Crane** | **Y** | **N** | **NA** |
| **?** | **Can any load remain suspended from the hook following shut down or when the Crane is left unattended**Suggested answer/s: No, loads should be removed from the hook prior to shut down. If during the course of a lift the crane driver must leave the controls, the load should be placed on the ground and crane shut down in the prescribed manner.  |  |  |  |
| C:\Users\kscott\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\BBFLIU1I\MC900078715[1].wmf | **Could the operator demonstrate all of the following sequence of events involved in shutting down the crane in accordance with all established procedures?**🞏 Check all toolboxes, doors and covers on chassis is locked 🞏 Lower/retract boom/jib in accordance with the manufacturers specifications🞏 Remove slings🞏 Raise hook to maximum height🞏 Turn the isolator switch off/ignition switch and secure🞏 Shut down as per manufacturer’s instructions as per site requirements🞏 Lock and secure cabin |  |  |  |
|  |  |  |  |  |
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## The VOC is complete. Record results and retain records as required in the procedure.