## 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)

|  |  |
| --- | --- |
| 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

|  |  |
| --- | --- |
| 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** |
| **The following must be verified:** |
| **🗎** | Licence/Ticket/Certificate = CT: Licence no: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Expiry date: \_\_\_\_\_\_\_ |  |  |  |
|  |  |  |  |  |
| **Plan Work** | **Y** | **N** | **NA** |
| **?** | **What types of hazards do you need to consider for your workplace?**Suggested answer/s: Power lines, trees, overhead services, surrounding structures, dangerous materials, underground services, recently filled trenches, other equipment |  |  |  |
| **?** | **List 5 methods of reducing hazards on site.**Suggested answer/s: Wear PPE, erect warning barriers, erect signage, traffic control, ensure good lighting |  |  |  |
|  |  |  |  |  |
| **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 and report to an authorised person |  |  |  |
| **?** | **Why should the maintenance service logbook be used?**Suggested answer/s: To record an accurate account of all service, maintenance and repairs |  |  |  |
| **?** | **What limits are on the hoist and how do they work?**Suggested answer/s: Hoist up and hoist down limits are usually of the hunting tooth type. The hoist down limit should stop the hoist hook from hitting the ground and should stop the motion when there are two full turns of rope remaining on the drum. Hoist up limit is set with job at maximum radius. Declaration limit is set to trip at approximately 5m below jib head. Up limit is set approx. 2m below jib head. Ultimate limit is set approx. 1m below jib head. |  |  |  |
| C:\Users\kscott\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\BBFLIU1I\MC900078715[1].wmf | **Can the operator demonstrate the 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 all of the following documentation?**🞏 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 the crane log book  |  |  |  |
| 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 🞏 Communication system 🞏 Maximum radius limit 🞏 Deadman operation on controls 🞏 Back up signalling system🞏 Radius indicator 🞏 Counterweight and attachments 🞏 Horn/lights/drive indicator |  |  |  |
|  |  |  |  |  |
| **Operate Crane** | **Y** | **N** | **NA** |
| **?** | **The crane will boom up but will not boom down. When you push the controller to boom down the motor starts to fade. What actions should be taken?**Suggested answer/s: Hoist brake, luff brake, slew brake, main engine, hydraulic pumps ie hoists, luff, slew, gear box, hoist and luff drive, spur wheels and drive pinions. |  |  |  |
| **?** | **Explain the requirements that would permit you to lift personnel, using the crane?**Suggested answer/s: Any requirements specified by crane manufacturer. Any requirements covered by workplace conditions. Any requirement specified by state authorities. In accordance with the Australian Standards. |  |  |  |
| **?** | **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. |  |  |  |
| **?** | **Why is it important that all motion limits are checked for correct functioning?**Suggested answer/s: It could overrun and cause structural, personnel and property damage |  |  |  |
| **?** | **A dogger 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: 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 appropriate personnel/Management. |  |  |  |
| **?** | **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 |  |  |  |
| **?** | **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. |  |  |  |
| C:\Users\kscott\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\BBFLIU1I\MC900078715[1].wmf | **Can 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 | **Can the Operator demonstrate / understand 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 all of the following sequence of events involved in shutting down the crane in accordance with all established procedures?**🞏 Hazard lights (aircraft warning) 🞏 Slings removed 🞏 Free slew 🞏 Raise hook to maximum height 🞏 Lock and secure crane🞏 Shut down as per manufacturer’s instructions and as per site conditions |  |  |  |
|  |  |  |  |  |

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