## Instructions

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| 1. **All VOCs must be populate and undertaken in accordance with JH VOC Procedure** [**JH-MPR-PAE-005**](http://ims.jhg.com.au/viewdocument.aspx?doc=JH-MPR-PAE-005) | |
| **!** | Ensure this instrument template is developed and approved in accordance [VOC Instruments and Minimum Requirements](http://ims.jhg.com.au/viewdocument.aspx?doc=JH-APP-PAE-005-05). | |
| 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** | |
| * **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 required to be performed, i.e. plant configuration, plant modifications, 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. | |
| 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:  |  |  |  | | --- | --- | --- | | **?** = 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. | |

## 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: | * Unit of Competency / Licence\_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ * Statement of attainment or other equivalent unit * Other qualifications (relevant): \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ * Current/Relevant experience: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ |

## 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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Prerequisites (must be completed before continuing with the VOC)** | | **Y** | **N** | **NA** |
| **Mandatory prerequisite** | | | | |
| **🗎** | Licence/Ticket/Certificate = CB: Licence no: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Expiry date: \_\_\_\_\_\_\_ |  |  |  |
|  |  |  |  |  |
| **Plan Work** | | **Y** | **N** | **NA** |
| **?** | **What types of hazards would you consider for incorporation into your TRA?**  Suggested answer/s: Lifting equipment failure, surrounding materials/structures, plant and people interface, ground conditions, incorrect rigging of load. |  |  |  |
| **?** | **List 5 methods of reducing hazards on site.**  Suggested answer/s: Erect designated exclusion zones, wear PPE, ensure a clear path of travel, erect appropriate signage, and inspect lifting gear before commencing. |  |  |  |
| **?** | **Where would you find the working load limit of a bridge and gantry crane?**  Suggested answer/s: On the hook or hoist block and on the crane bridge. |  |  |  |
|  |  |  |  |  |
| **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 by tagging it out of service and report it to an authorised person. |  |  |  |
| **?** | **Why should a Maintenance service log book 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 | **Can the operator demonstrate pre-start checks that should be made? (tick** **all that apply)**  🞏 SWL and manufacturer data plate 🞏 Power supply  🞏 Load chart 🞏 Inspect bridge bumpers and end stops  🞏 Long and cross travel limit switches 🞏 Wire ropes and load chains  🞏 Runway rails 🞏 Ropes, splices, anchorages and hooks |  |  |  |
| 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? (tick** **all that apply)**  🞏 Crane log book 🞏 TRA 🞏 Operators Manual  🞏 Load charts 🞏 Start cards 🞏 PHA |  |  |  |
| C:\Users\kscott\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\BBFLIU1I\MC900078715[1].wmf | **Can the operator demonstrate what checks are to be made once the motor has started? (tick** **all that apply)**  🞏 Control panel lights function correctly 🞏 Area clear  🞏 emergency devices/alarms 🞏 Brakes  🞏 All limits 🞏 Communication system operative |  |  |  |
| 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 |  |  |  |
| **Operate Machine** | | **Y** | **N** | **NA** |
| **?** | **Can you name 3 safety devices found on bridge and gantry cranes?**  Suggested answer/s: Anti-2 block, load limiting, emergency stop button |  |  |  |
| **?** | **What are 3 types of communication signals used with bridge and gantry cranes?**  Suggested answer/s: Hand signals, whistle signals, two way radios |  |  |  |
| **?** | **How close to the ground would you keep the load when moving?**  Suggested answer/s: As close to the ground as possible |  |  |  |
| **?** | **What are 3 essential pieces of information you would expect to obtain from a load chart?**  Suggested answer/s: Mass of hook and block, winch line pull in tonnes or kgs, SWL for given crane configuration |  |  |  |
| **?** | **Are you permitted to allow a person to ride upon the lifting hook and or sling attachment?**  Suggested answer/s: No, unless a person is secured in a suspended workbox which meets all necessary requirements. |  |  |  |
| **?** | **If you need to leave the controls during a lift, what should you do?**  Suggested answer/s: Lower the load to the ground safely, shut the crane down according to the manufactures instructions |  |  |  |
| **?** | **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 and/or add additional weight onto the crane |  |  |  |
| 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? (tick ✓ all that apply)**  🞏 Secure load 🞏 Lift conforms with load chart 🞏 tag line used  🞏 Load slung correctly 🞏 Hoist/lower loads 🞏 Interpret signals correctly  🞏 Conduct trial lift 🞏 Travel with load 🞏 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? (tick ✓ all that apply)**  🞏 Hoist up/down 🞏 Bridge travel 🞏 Creep speed  🞏 trolley travel 🞏 Stop |  |  |  |
|  |  |  |  |  |
| **Shut Down Equipment** | | **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 |  |  |  |
| 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? (tick ✓ all that apply)**  🞏 Ensure the hook/lifting assembly is raised clear of obstructions  🞏 Ensure hoist brake is applied 🞏 Crane to be driven to designated position  🞏 All controls to be in neutral 🞏 Isolate main switch  🞏 Switch off main isolating switch 🞏 Apply storm brake/clamps |  |  |  |
|  |  |  |  |  |
| **Other Questions or Practical Tasks (as required by the workplace)** | | **Y** | **N** | **NA** |
|  |  |  |  |  |

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