

# Excavator Questions - Verification of Competency (VOC)

Version 1. 15.08.2020

**\*Required**

1. Email address \*

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## IMPORTANT

Please complete all sections below, otherwise paperwork cannot be processed.

2. Name (Full) \*

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3. Address \*

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4. Phone \*

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5. Location \*

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6. Trainers Name

*Mark only one oval.*

- Stewart Khouri
- Claudio DiMattia
- Jarred Holmes
- Anthony Garard
- Matthew Khouri
- Ashley Redman
- Stephanie Redman

7. Reason for obtaining VOC

*Mark only one oval.*

- Operator employed by a company who requires a VOC
- Operator who works for themselves and contracts to companies requiring a VOC
- Operator currently looking for employment.

8. Employer or company name: \*

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9. What type of work do you currently, or will be required to complete with an excavator for this employer/contract?

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## 10. Date of assessment \*

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*Example: 7 January 2019*

### VOC Guidelines

Verification of Competency - Excavator VOC Guidelines

Persons operating plant must be able to demonstrate that they have the necessary competency and skill to safely operate plant machinery on the jobsite within their scope of employment.

To achieve competency the operator must complete a number of questions and practical tasks. Tasks may vary due to environmental constraints and worksite circumstances, but will be relevant to current employment and check relevant skills.

After completing both the Written/Oral and practical assessment, operators will either be found 'Competent' (C) or 'Not yet competent' (NYC)

Once the operator has been deemed competent a Verification of Competency (VOC) card will be issued. Persons may then only operate that particular type of plant. The plant type(s) will be listed on the card.

If you feel you have been unfairly treated, you have the right to appeal the Assessors decision, by speaking to your supervisor or authorised person on site.

This VOC document is for company internal verification of contractors and employees on specific machinery only and is not mapped to RII National Course standards. MSK Resources or its representative has been employed to complete this VOC and is therefore acknowledged as meeting the company's policies around competency assessment in their workplace.

### PART 1 - ORAL / WRITTEN ASSESSMENT

Verification of Competency - Excavator

11. What precautions must be taken when inspecting under a raised attachment? 1 point

*Mark only one oval.*

- Chocks, Blocks or safety bars must be used to prevent the raised bucket from falling.
- Place 'Do not stand below the bucket' signs and barricades around the Excavator

12. Name defects to look for when inspecting the hydraulic system? 4 points

*Tick all that apply.*

- Oil Leaks
- Loose connections
- Splits
- Fractures or Bulges in hose
- None of the above

13. What action should you take with tracks that are loose? 1 point

*Mark only one oval.*

- Have the track tension adjusted by a qualified person.
- Keep operating, but keep movements to a minimum.

14. How would you know when the machine you're operating needs servicing? 1 point

*Mark only one oval.*

- By the hour meter
- Manufacturer's recommendation
- Servicing records
- Plant Manager
- All of the above

15. Name 3 defects to look for when carrying out the external check on the bucket of an excavator? 3 points

*Tick all that apply.*

- Worn or missing teeth
- Worn cutting edges
- Actual bucket and bucket pivot pins
- Mud and dirt on and in bucket
- Chipped or missing paint in and on bucket

16. What defects would you look for on the hydraulic rams and pressure hoses? 3 points

*Tick all that apply.*

- Leaks from seals
- Split or fractured hoses
- Colour of the hoses
- Bent or damaged rams

17. When may you be required to shore an excavation? When the excavation is greater than 1.5m in depth. 1 point

*Mark only one oval.*

- True
- False

18. What effect would a hydraulic leak in the quick hitch line have on the security of the bucket on an excavator? 1 point

*Mark only one oval.*

- Nothing will happen
- Cause a reduction in pressure of the hydraulic line
- Quick hitch may release the bucket attachment

19. What must be done to a lowered bucket before travelling on a road? 1 point

*Mark only one oval.*

- Raise the bucket and secure it. Carry the bucket as per Manufacturer's guide.
- Raise the bucket. Carry the bucket above the machine

20. Which underground services would you check for before starting to excavate? 6 points

*Tick all that apply.*

- Power
- Telephone
- Gas
- Water
- Sewer
- Drainage

21. Who do you contact in order to find out the location of underground services? 1 point

*Mark only one oval.*

- The supervisor who will contact the supply authorities for council maps of the site
- Dial before you dig
- Both of the above

22. Name six hazards that must be checked on a job sit prior to operating an excavator? 6 points

*Tick all that apply.*

- Power lines
- Trees
- Overhead service lines
- Obstructions
- Surrounding buildings and structures
- Other equipment
- Dangerous materials
- Personnel
- Ground conditions/recently filled trenches

23. What is the minimum distance any part of an excavator is allowed to operate from domestic power lines? 1 point

*Mark only one oval.*

- 3 metres  
 5 metres

24. What is the minimum distance any part of an excavator is allowed to operate from distribution power lines? 1 point

*Mark only one oval.*

- 4 metres  
 6 metres

25. What is the minimum distance any part of an excavator is allowed to operate from high voltage transmission lines? 1 point

*Mark only one oval.*

- 8 metres  
 10 metres

26. What precautions would you take if a person is in a trench, while you are lowering pipes into the trench? You ensure the person is not under the load being lowered, and is standing well clear of either end of the pipe. Make sure you are lowering the pipes in a location where the trench will not cave in. 1 point

*Mark only one oval.*

- True  
 False

27. What must be provided to prevent a person falling into a trench? 5 points

*Tick all that apply.*

- Barricades
- Fencing
- Shoring
- Battering
- Guardrails

28. How close can you get to a 1.5 meter trench? 1 point

*Mark only one oval.*

- 1.5m away outside the zone of influence which is 45 degrees
- If required you straddle the trench. One track either side
- You can go as close as 1 metre if laying pipes

29. What should you NOT swing your bucket over when loading a truck? 1 point

*Mark only one oval.*

- Over the side of the truck
- Over the cab of the truck
- Over the rear of the truck

30. When travelling on a sloped surface which is the safest route of travel? 1 point

*Mark only one oval.*

- Directly up or down the sloping surface.
- Across the sloping surface



31. How would you establish the load that can be safely lifted by an excavator? 1 point

*Mark only one oval.*

- By the strain it places on the excavator
- By the size of the chains you are about to use
- By the load chart on the excavator

32. List two ways that you would assess the weight of a load to be hoisted? 1 point

*Mark only one oval.*

- By calculating the weight. Weighbridge Certificate
- Delivery docket. Weight marked on the item

33. When should you ignore the Warning and Danger alarms? 1 point

*Mark only one oval.*

- When you can see there is no present danger.
- After you have asked the Grader Operator to check your situation.
- Never.

34. How do you dismount a machine that contacted live power lines, which could not be released, or turned off? 1 point

*Mark only one oval.*

- You should jump well clear of the machine ensuring contact with the ground and machine is not at the same time
- Don't panic. Climb down from the machine as normal. Alert other personal.

35. If you are required to move the Excavator to another location, what would you do with the extra attachments? 1 point

*Mark only one oval.*

- Leave them where they are
- Put them in the Supervisors ute.
- Pack them up and take them with you.
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