

# Excavator Assessment guide - Verification of Competency (VOC)

Version 1. 15.08.2020

NOTE: Enter below the email address of the learner.

**\*Required**

1. Email address \*

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## IMPORTANT

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

2. Operators Name \*

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3. Assessors Name

*Mark only one oval.*

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

4. Location/address of assessment \*

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## 5. Date \*

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*Example: 7 January 2019*

## 6. Additional evidence collected \*

*Tick all that apply.*

- High risk work license
- Old work cover ticket
- Statement of Attainment - Nationally recognised qualification
- Expired or current VOC
- Third party report from employer

## 7. Photo's of above evidence uploaded to drive? \*

*Mark only one oval.*

- Yes
- No

## 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.

## 8. Section 1. CONDUCT PRE START CHECKS

*Tick all that apply.*

	Competent	N.Y.C.
Complete Walk Around	<input type="checkbox"/>	<input type="checkbox"/>
Checks under machine for signs of water or oil leaks	<input type="checkbox"/>	<input type="checkbox"/>
Structure / Cracked Welds/ Flaking Paint	<input type="checkbox"/>	<input type="checkbox"/>
Check Tracks for Condition and Sag	<input type="checkbox"/>	<input type="checkbox"/>
Safety Guards and Covers	<input type="checkbox"/>	<input type="checkbox"/>
Damaged worn and broken parts	<input type="checkbox"/>	<input type="checkbox"/>
Loose nuts / bolts / Couplings	<input type="checkbox"/>	<input type="checkbox"/>
Hydraulic Hoses and Fittings	<input type="checkbox"/>	<input type="checkbox"/>
Grease Nipples and Grease Pins	<input type="checkbox"/>	<input type="checkbox"/>
Connections for missing Pins or Keepers	<input type="checkbox"/>	<input type="checkbox"/>
Flashing Light	<input type="checkbox"/>	<input type="checkbox"/>
Reverse Camera (if Applicable)	<input type="checkbox"/>	<input type="checkbox"/>
Check Attachments for Security	<input type="checkbox"/>	<input type="checkbox"/>
Check Safety Pin	<input type="checkbox"/>	<input type="checkbox"/>
Check for Bucket damage; missing, worn, loose teeth, cutting edge	<input type="checkbox"/>	<input type="checkbox"/>
Check FOPS and ROPS	<input type="checkbox"/>	<input type="checkbox"/>

## 9. Section 2. CHECK FLUID LEVELS

*Tick all that apply.*

	Competent	N.Y.C.
Fuel	<input type="checkbox"/>	<input type="checkbox"/>
Hydraulic Oil	<input type="checkbox"/>	<input type="checkbox"/>
Engine Oil	<input type="checkbox"/>	<input type="checkbox"/>
Coolant	<input type="checkbox"/>	<input type="checkbox"/>
Check for engine rags and damage	<input type="checkbox"/>	<input type="checkbox"/>
Battery	<input type="checkbox"/>	<input type="checkbox"/>

## 10. Section 3. IDENTIFY HAZARDS

*Tick all that apply.*

	Competent	N.Y.C.
Overhead Powerlines	<input type="checkbox"/>	<input type="checkbox"/>
Overhead Services	<input type="checkbox"/>	<input type="checkbox"/>
Bridges, Buildings,	<input type="checkbox"/>	<input type="checkbox"/>
Personnel	<input type="checkbox"/>	<input type="checkbox"/>
Site hazards unique to this site	<input type="checkbox"/>	<input type="checkbox"/>
Soft / Sloping surfaces	<input type="checkbox"/>	<input type="checkbox"/>
Embankments	<input type="checkbox"/>	<input type="checkbox"/>
Backfilled Trenches that may not be compacted	<input type="checkbox"/>	<input type="checkbox"/>
All Underground Services: Gas, Powerlines, Sewer, Water, Drainage,	<input type="checkbox"/>	<input type="checkbox"/>
Telephone, Fibre Optic,	<input type="checkbox"/>	<input type="checkbox"/>
Dangerous Materials: Explosives, Fuel, Batteries Acetylene, Hydrochloric Acid,	<input type="checkbox"/>	<input type="checkbox"/>
Other equipment	<input type="checkbox"/>	<input type="checkbox"/>
Rough / Uneven / Unstable Terrain	<input type="checkbox"/>	<input type="checkbox"/>
Inclines and Declines	<input type="checkbox"/>	<input type="checkbox"/>

## 11. Section 4. OPERATIONAL CHECKS

*Tick all that apply.*

	Competent	N.Y.C.
Mounts Correctly. 3 Points of Contact, Facing the Machine	<input type="checkbox"/>	<input type="checkbox"/>
Adjust Seat, Secure Safety Belt	<input type="checkbox"/>	<input type="checkbox"/>
Check Mirrors	<input type="checkbox"/>	<input type="checkbox"/>
Check for hazards on floor/ rubbish	<input type="checkbox"/>	<input type="checkbox"/>

## 12. Section 5. START EXCAVATOR

*Tick all that apply.*

	Competent	NYC
Check warning Devices and Gauges	<input type="checkbox"/>	<input type="checkbox"/>
Check for Personnel / Sound Horn	<input type="checkbox"/>	<input type="checkbox"/>
Check movement of attachment	<input type="checkbox"/>	<input type="checkbox"/>
Check brakes	<input type="checkbox"/>	<input type="checkbox"/>
Check Steering	<input type="checkbox"/>	<input type="checkbox"/>
UHF Radio Check	<input type="checkbox"/>	<input type="checkbox"/>
Starts Excavator	<input type="checkbox"/>	<input type="checkbox"/>
Idle Down and Complete Log Book	<input type="checkbox"/>	<input type="checkbox"/>

### 13. Section 6. DRIVES EXCAVATOR

*Tick all that apply.*

	Competent	NYC
Selects appropriate Route. Ensures travel direction is clear	<input type="checkbox"/>	<input type="checkbox"/>
Raises attachment smoothly	<input type="checkbox"/>	<input type="checkbox"/>
Carries bucket at safe travelling height and crowded back	<input type="checkbox"/>	<input type="checkbox"/>
Obeys road and warning signs	<input type="checkbox"/>	<input type="checkbox"/>

## 14. Section 7. LOAD, TRANSPORT, UNLOAD

*Tick all that apply.*

	Competent	NYC
Maintains safe distance from edges or barricades	<input type="checkbox"/>	<input type="checkbox"/>
Smoothly operates controls	<input type="checkbox"/>	<input type="checkbox"/>
Completes tasks in correct sequence	<input type="checkbox"/>	<input type="checkbox"/>
Picks up material / crowds bucket to fill	<input type="checkbox"/>	<input type="checkbox"/>
Shifts material correctly and efficiently	<input type="checkbox"/>	<input type="checkbox"/>
Equipment operated in safe a and productive manner	<input type="checkbox"/>	<input type="checkbox"/>
Slew directions are clear	<input type="checkbox"/>	<input type="checkbox"/>
Cuts a trench to specifications	<input type="checkbox"/>	<input type="checkbox"/>
Places material at required distance from excavation	<input type="checkbox"/>	<input type="checkbox"/>
Minimises spillage and ground damage	<input type="checkbox"/>	<input type="checkbox"/>
Moves load safely	<input type="checkbox"/>	<input type="checkbox"/>
Lowers load to designated location	<input type="checkbox"/>	<input type="checkbox"/>
Communicates well with others on UHF (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
Positions truck for safe and productive loading	<input type="checkbox"/>	<input type="checkbox"/>
Smoothly raises and dumps load	<input type="checkbox"/>	<input type="checkbox"/>
Places load to ensure stability and avoids causing hazards	<input type="checkbox"/>	<input type="checkbox"/>



## 15. Section 8. PARKS AND SHUTS DOWN

*Tick all that apply.*

	Competent	NYC
Parks away from danger areas in suitable location.	<input type="checkbox"/>	<input type="checkbox"/>
Lowers attachment to ground / cutting edge of bucket on ground	<input type="checkbox"/>	<input type="checkbox"/>
Neutralises Control	<input type="checkbox"/>	<input type="checkbox"/>
Idles Down	<input type="checkbox"/>	<input type="checkbox"/>
Applies safety lock	<input type="checkbox"/>	<input type="checkbox"/>
Shuts down. Removes Keys.	<input type="checkbox"/>	<input type="checkbox"/>
Locks Cab. (if Applicable)	<input type="checkbox"/>	<input type="checkbox"/>
Isolates machine (if Applicable)	<input type="checkbox"/>	<input type="checkbox"/>
Dismounts correctly. 3 Points of contact facing the machine.	<input type="checkbox"/>	<input type="checkbox"/>

## 16. Section 9. POST OPERATIONAL CHECKS

*Tick all that apply.*

	Competent	NYC	N/A
Complete Walk around. Check for Damage.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Report any damage or defects to supervisor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

17. Declaration: At this time, given the evidence provided during this practical assessment, it is deemed that the operator is competent to perform the tasks required for employment as outlined on their theory assessment? \*

*Mark only one oval.*

- Yes - Competent
- No - Not yet competent
- Other: \_\_\_\_\_

18. Comments regarding the learners competency

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