

# Skid Steer Assessment Guide - Verification of Competency (VOC)

Version 1. 21.08.2020

\*Required

## IMPORTANT

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

1. Operators Name \*

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2. Assessor Name

*Mark only one oval.*

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

3. Location/ Address of assessment \*

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4. Date \*

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*Example: 7 January 2019*

**5. 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

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

*Mark only one oval.*

- Yes
- No

**VOC Guidelines**

Verification of Competency - Skid Steer/ Posi-track 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.

## 7. Section 1 - PRE START CHECKS

*Tick all that apply.*

	Competent	N.Y.C.
Complete Walk Around	<input type="checkbox"/>	<input type="checkbox"/>
Tyre Condition and Tyre Inflation	<input type="checkbox"/>	<input type="checkbox"/>
Structure / Cracked Welds/ Flaking Paint	<input type="checkbox"/>	<input type="checkbox"/>
Oil / Fluid Leaks under Machine	<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 attachment damage, i.e.; missing, worn, loose teeth, cutting edge	<input type="checkbox"/>	<input type="checkbox"/>

## 8. 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"/>
Battery	<input type="checkbox"/>	<input type="checkbox"/>

## 9. 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, Construction, Personnel	<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: Powerlines, Sewer, Water, Drainage, Telephone, Fibre Optic, Gas	<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"/>

## 10. Section 4. START UP 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 Neutral. Park Brake On	<input type="checkbox"/>	<input type="checkbox"/>

## 11. Section 5. START MACHINE

*Tick all that apply.*

	Competent	N.Y.C.
Check warning Devices and Gauges	<input type="checkbox"/>	<input type="checkbox"/>
Check attachment movement	<input type="checkbox"/>	<input type="checkbox"/>
Warm up allowed	<input type="checkbox"/>	<input type="checkbox"/>
Check Steering	<input type="checkbox"/>	<input type="checkbox"/>
UHF Radio Check	<input type="checkbox"/>	<input type="checkbox"/>
Check for Personnel / Sound Horn	<input type="checkbox"/>	<input type="checkbox"/>
Idle Down and Complete Log Book	<input type="checkbox"/>	<input type="checkbox"/>

## 12. Section 6. Drives Machine

*Tick all that apply.*

	Competent	N.Y.C.
Raises attachment smoothly	<input type="checkbox"/>	<input type="checkbox"/>
Ensures bucket is attached correctly	<input type="checkbox"/>	<input type="checkbox"/>
Selects appropriate Route and Ensures travel direction is clear	<input type="checkbox"/>	<input type="checkbox"/>
Travels at safe speed	<input type="checkbox"/>	<input type="checkbox"/>
Obeys road and construction site warning signs	<input type="checkbox"/>	<input type="checkbox"/>

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

*Tick all that apply.*

	Competent	N.Y.C.
Maintains safe distance from edges or barricades	<input type="checkbox"/>	<input type="checkbox"/>
Checks travel path is clear	<input type="checkbox"/>	<input type="checkbox"/>
Maintains safe following distance	<input type="checkbox"/>	<input type="checkbox"/>
Travels at safe and acceptable speed	<input type="checkbox"/>	<input type="checkbox"/>
Drives Skid Steer to suit ground conditions	<input type="checkbox"/>	<input type="checkbox"/>
Avoids sudden steering or severe braking actions	<input type="checkbox"/>	<input type="checkbox"/>
Bucket at correct level and angle	<input type="checkbox"/>	<input type="checkbox"/>
Levels bucket off when lifting	<input type="checkbox"/>	<input type="checkbox"/>
Avoids excessive wheel spin	<input type="checkbox"/>	<input type="checkbox"/>
Crowds bucket to fill	<input type="checkbox"/>	<input type="checkbox"/>
Approaches truck or trench correctly	<input type="checkbox"/>	<input type="checkbox"/>
Loads truck if required	<input type="checkbox"/>	<input type="checkbox"/>
Raises and dumps load smoothly	<input type="checkbox"/>	<input type="checkbox"/>
Spreads material as directed	<input type="checkbox"/>	<input type="checkbox"/>

## 14. Section 8. PARKS EQUIPMENT

*Tick all that apply.*

	Competent	N.Y.C.
Parks away from danger areas in a suitable location	<input type="checkbox"/>	<input type="checkbox"/>
Parks machine fundamentally stable	<input type="checkbox"/>	<input type="checkbox"/>
Attachments lowered to ground/ cutting edge flat	<input type="checkbox"/>	<input type="checkbox"/>

## 15. Section 9. SHUTS DOWN

*Tick all that apply.*

	Competent	N.Y.C.
Neutralises Control	<input type="checkbox"/>	<input type="checkbox"/>
Idles Down	<input type="checkbox"/>	<input type="checkbox"/>
Applies Park Brake	<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"/>
Dismounts correctly. 3 points of contact.	<input type="checkbox"/>	<input type="checkbox"/>

## 16. Section 10. POST OPERATIONAL CHECKS

*Tick all that apply.*

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



17. Decleration: 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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