

Bridge & Gantry Crane Verification of Competence (VOC)

Candidate Name (Print): _____		_____ Signature
Employee No. _____	Location VOC administered _____	Date VOC administered _____

Assessment Result:

Is follow up action required? YES / NO (tick one)

Date follow up action completed _____

When assessment has been completed satisfactorily, sign off by completing the following:

Assessor Name (**Print**)

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Document Review

Name	Title	Approval Date

Change History

Version	Date	Author	Comments

Review Timeline

Version	Review Due Date (no later than)

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Instructions for Completing the VOC

What is the VOC for?

A Verification of Competence (VOC) can be used to assess accredited or non-accredited (internal/enterprise) competencies.

Recording outcomes in the I VOC

The VOC has space for the Assessor to record that the employee has been observed carrying out each listed procedure or task correctly (**S**), that some form of remedial action is required (**R**) or that the task has not been reviewed (**NA**). The following table describes how to use the columns for recording outcomes.

Column	This means....
S	The task was observed being performed: <ul style="list-style-type: none"> • safely • correctly and to the required Patrick standard • at the appropriate time
R	The Assessor considers that part or the entire task was not performed satisfactorily and that some form of remedial action is required. Where appropriate, additional information should be included in the <i>Comments</i> column.
NA	The Assessor was unable to check the task at the time of the review.



Important information

If you are administering the VOC, you must NOT sign a procedure / task as correct (S) unless you are confident that the person being checked can perform the procedure / task safely and unsupervised in all situations and conditions.

Comments area

Where appropriate, the Assessor should add comments in relation to what was observed during the evaluation.

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Remedial action

If the Assessor administering the VOC observes any of the procedures or tasks being performed incorrectly, they must recommend remedial action when completing the Results Summary.

Suggestions for remedial action should be discussed with the appropriate line manager and the employee concerned.

The codes to be used to specify the remedial action necessary are described in the following table.

Code	This means....
PB	The person requires <i>further briefing</i> on the task or procedure.
TR	The person requires <i>remedial training</i> , either on job training using the applicable On Job Workbook, or both off and on job training using appropriate refresh packages, or the job mentoring.
PM	The person requires <i>performance management</i> .
O	<i>Other possible remedial action</i> - to be detailed in the Summary Result / Action Plan.

Summary / Action Plan Form

After the VOC has been administered, the Assessor should complete the *Summary / Action Plan Form* at the end of this document.

The completed form must include:

- The employee's details
- Outcomes for each section
- Suggested remedial action (if needed) for discussion with the line manager and the employee

If Remedial action is needed, The *Action Plan* must be signed, dated and discussed by the:

- Assessor
- Line manager
- Employee

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When is the VOC complete?

A VOC is complete for an employee when:

- **All** procedures / tasks have been assessed as being performed correctly (S) and all areas of the VOC have been signed and dated

Who administers the VOC?

The assessments of the VOC can **only** be administered and signed off by an approved Assessor who should:

- Hold all of the current competencies from the shift loads using gantry equipment or equivalent
- Hold the relevant state authority high risk work licence
- Have completed TAE40110 – Certificate IV in Training and Assessment

The role of the person administering the VOC

It is the role of the person administering the VOC to:

- Be able to perform to approved standards, all the procedures being checked
- Know, and be able to carry out any current local procedures related to the tasks to be checked
- Closely observe the employee's performance of the procedures / tasks to ensure the safety of all personnel and the correct performance of the procedures / tasks
- Make recommendations for remediation in consultation with the employee and the appropriate line manager, if a procedure is not being completed correctly
- Submit the completed to the appropriate line manager for sign off

When the VOC is complete:

- must be scanned and filed electronically;
- original hardcopies must be filed in the employees training file;
- a copy offered to the employee; and
- the outcome recorded into PeopleSoft/Training matrix

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<i>S = performed correctly</i>	<i>R = remedial action required</i>			<i>NA = not applicable</i>
Procedure or Task	S	R	NA	Comments
Section 1: Plan work for the current working conditions				
1.1. Patrick identification card and where required: <ul style="list-style-type: none"> • MSIC / site specific induction/ Security card/s • correctly attired in required Patrick uniform and required PPE (or has available for use.....) 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.2. Conducts working area checks, identifies weather conditions, hazards & adopts appropriate control measures.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.3. Identify and locate the following at the site: <ul style="list-style-type: none"> • fixed and other relevant signs, signals and indicators e.g. road markings • obstructions, (e.g. hatch covers) • crane tracks and end barriers / limits of travel • approved traffic flow • pedestrian walkways 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.4. Locate (or indicate location of) the following documentation: <ul style="list-style-type: none"> • manufacturer's operating manual for load lifting equipment • Patrick approved load lifting procedures • Patrick approved Dangerous Goods handling and storage procedures • Patrick approved faulty equipment reporting procedures • Patrick approved incident reporting procedures 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.5. Locate (or indicate location of) planned cargo movements for the shift.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
1.6. Assess characteristics of the load and ensure appropriate attachments / gear is used to move the load.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

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Procedure or Task	S	R	NA	Comments
Section 2: Safety Checks and Procedures				
2.1. Identify the following crane components:				
• Data/ Load Plate.....	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• emergency exit from cabin and crane	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• isolating switches	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• service and storm brakes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• long travel system components (motor, drive train, brakes)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• traverse travel system main components (carriage, motor, drive train, brakes)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• crane travel limiting devices	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• checks for fluid leaks at base of cranes travel motors.....	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.2. Check gantry crane track prior to lighting access ladder.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.3. Climb access stairs safely using 3 points of contact.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.4. Check the following, as applicable, <i>prior to starting</i> :				
• wind velocity gauge and warning alarm	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• hydraulic cylinders, hoses and connections	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• lights, radio, electrical devices	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• fire extinguisher	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• gear and operational levers are in neutral position	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• hoist wires on winch drums seated correctly	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• seat, mirrors adjustment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• windscreen, windows clean	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• machine log book	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• damage / malfunction report	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• no personnel working on crane	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• spreader condition identifies areas to check for damage including obvious visual defects, protector plate and flippers.....	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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Procedure or Task	S = performed correctly			R = remedial action required			NA = not applicable		
	S	R	NA	Comments					
2.5. Start crane and check:									
• signal lamps	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
• equipment and attachment controls	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
• travel, traverse and hoist controls	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
• smooth operation, creep, etc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
• traverse and hoist limit switches	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
• load indicator devices	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
2.6. Conducts trial/ test lift	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
2.7. For Automated Terminals Only:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
• conducts 'Semaphore Check' where applicable									
2.8. Operate equipment within manufacturer's specification and Patrick guidelines & takes action to immediately report any faults or damage to equipment in accordance with Patrick procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						N/A.
Section 3: Locate load and identify load characteristics									
3.1. Locate / identify correct load.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
3.2. Correctly interpret and follow loading and unloading plans to ensure efficient and safe operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
3.3. Identify correct lifting strategy, taking into account:									
• dangerous goods	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
• possibility of damage of load or equipment ..	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
• weight / mass, length, height, width, type of load / container	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
• capacity / application of lifting equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						

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Procedure or Task	S	R	NA	Comments	
Section 4: Move materials and loads					
4.1. Manoeuvre equipment correctly and safely:					
• look in direction of travel	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
• checks for traffic / personnel (eyes, mirrors)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
• extend spreader to suit load when safe to do so	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
• observes Restricted Work Zone protocol at all times.....	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
• coordinate movement with starts and stops to eliminate attachment swing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
• eliminate attachment swing before landing ..	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
• move load without passing over top of personnel	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
• stop equipment when ground personnel become unsighted	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
• obey signals given by ground personnel	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
• operate at safe speed to suit conditions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
• keep safe distance from obstructions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
• hook / lifting attachment is positioned over load correctly.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
• when picking up containers, approaches with spreader high enough to clear containers.....	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
• uses flippers correctly.....	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
• judges clearance correctly.....	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
• correct load carrying height.....	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
• does not exceed crane SWL.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
• clearly follows the direction of the Team Leader/ Foreman.....	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
4.2. Stop equipment immediately in the event of a safety incident or emergency (explain procedure):					
• implement Patrick emergency procedures	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
• report any incidents or emergencies	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
4.3. Use Patrick approved procedures in all two way radio communications.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

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Procedure or Task	S	R	NA	Comments
4.4. Constantly assess and anticipate:				
• traffic flow	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• work area conditions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• safe operation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• people movement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• damage to equipment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• damage to loads	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• damage to facilities	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Section 5: Monitor and operate controls				
5.1. Operate controls when performing operations:				
• accelerate smoothly	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• decelerate smoothly	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• operate lifting, lowering equipment correctly	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• use warning devices if necessary	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.2. Use equipment controls / systems to compensate for load variations.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Section 6: Stop, park and secure equipment				
6.1. Stop and park in the designated location.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.2. shut down equipment within manufacturer's specification and Patrick guidelines:				
• apply braking devices	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• move levers to neutral position	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• position attachments correctly (spreader height etc.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• shut off power	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• close windows	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• leaves cabin tidy, closes windows and doors.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.3. Report faults or damage to equipment using Patrick procedures.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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Summary / Action Plan Form

Employee Information	
Name:	Employee No: <u>IN F</u>
Classification:	Location: <u>FAST</u>

Information
Equipment Assessed: Bridge and Gantry Crane No...
Vehicle No:
Location:

Section of	Remedial Action					Comment
	S	PB	TR	PM	O	
1. Plan work for the current working conditions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Safety Checks And Procedures	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Locate load and identify load characteristics	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Move materials and loads	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Monitor and operate controls	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Stop, park and secure equipment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

- S** = the procedure was performed correctly
- PB** = the person requires further briefing
- TR** = the person requires remedial training starting with on job training using the On Job Workbook
- PM** = the person requires performance management
- O** = other appropriate action

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ACTION PLAN AGREEMENT

Report / Comments	
What will be done?	
Who will do it?	
When will the action be complete?	

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- The person may continue operating a Bridge and Gantry Crane while remedial action is taking place.
Or...
- The person cannot operate Bridge and Gantry Crane until remedial action is complete.

I have read the action plan outlined above and agree that it is an appropriate outcome for this person based on the result of this assessment.

Assessor Name	Signature	Date
Line Manager Name (Optional)	Signature	Date
Employee Name	Signature	Date

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Damaged & deformed plate



Undamaged plate



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Time and date:		Revision Status 0
Inspected by:		Date: 10 th March 2017
Name:	Lifting Jibs Assessment Form	
		Page 1 of 1

Location: Spreader Shed		Item 1: North Lifting Jib Assembly	
Item	Checkpoints:	Result	Initial
1.1	Markings clear & ledgible		
1.2	Hook and catch		
1.3	Lift Chain		
1.4	Hand Chain		
1.5	Chain Block operation		
1.6	Trolley		
1.7	Jib		
1.8	Jib pivot		
1.9	Structural attachment to column of Spreader shed		
Notes: Corrective work required			

Location: Spreader Shed		Item 2: South Lifting Jib Assembly	
Item	Checkpoints:	Result	Initial
2.1	Markings clear & ledgible		
2.2	Hook and catch		
2.3	Lift Chain		
2.4	Hand Chain		
2.5	Chain Block operation		
2.6	Trolley		
2.7	Jib		
2.8	Jib pivot		
2.9	Structural attachment to column of Spreader shed		
Notes: Corrective work required			

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