WHS DOCUMENTS & TEMPLATES

DOC-CRN-VOC · Crane and Lifting Operations VOC Assessment Template

Product Overview

For: Businesses that plan and carry out crane lifts: owners, lift supervisors, WHS advisers and workplace assessors

Version 1.0 · 9 November 2026

An editable verification of competency (VOC) for licensed crane operators, doggers, riggers and lift supervisors.

A crane licence shows a person passed an assessment on a class of crane. It does not show they plan, set up and carry out lifts safely on your crane, at your site, with your crew. A verification of competency is how a business checks that, role by role, and keeps a record of it.

This template gives the assessor everything in one place: the role and lift in scope, the pre-assessment checks (including the licence for the crane and task), knowledge questions with a separate marking guide, a practical observation checklist, the safety-critical fail criteria that stop an assessment, the evidence to keep, the outcome, sign-off and the review date.

Most crane operation, dogging and rigging is high risk work. Crane operators must hold the high risk work licence class for the crane and the task (for example, CN for a non-slewing mobile crane or CV for a vehicle loading crane above the set capacity), doggers a dogging licence (DG), and riggers the rigging licence (RB, RI or RA) for the work, under the WHS Regulations or, in Victoria, the OHS Regulations. Some smaller cranes and set-ups are not licensed: confirm with your regulator which licence each crane and task needs. A VOC supports the business's own check that a licensed person can work safely on its crane, at its site. It does not replace any high risk work licence, and it is not a nationally recognised qualification.

What is included

Item	File
VOC assessment tool: candidate and assessor details, scope, pre-assessment checks, practical observation checklist, safety-critical fail criteria, evidence, outcome, sign-off and review date	02_VOC_ASSESSMENT/Crane and Lifting VOC Assessment Tool.docx and .pdf
Knowledge questions, candidate version	02_VOC_ASSESSMENT/Crane and Lifting VOC Knowledge Questions (Candidate).docx and .pdf
Marking guide with model answers, assessor version	02_VOC_ASSESSMENT/Crane and Lifting VOC Marking Guide (Assessor).docx and .pdf
Excel VOC register: who is verified, on what, and when they are due	02_VOC_ASSESSMENT/Crane and Lifting VOC Register.xlsx
Start here: Read Me First, Product Overview, Permitted Use Terms, Version Information	01_START_HERE/ (four PDFs)

© 2026 Orana Skills Centre. All rights reserved.

SAMPLE · Crane and Lifting Operations VOC Assessment Template · Buy the full editable version:
training.oranaskillscentre.com/documents/crane-and-lifting-operations-voc-assessment-template

YOUR LOGO
Right-click > Change Picture

[Company name]

WHS DOCUMENTS & TEMPLATES · DOC-CRN-VOC

Crane and Lifting VOC Assessment Tool

Verification of competency for one worker, in the crane and lifting roles in scope, at [Site name]

Purpose	To check, and record, that a worker can operate safely on your crane, at your site, following your procedures.
When to use it	Before a new worker does the work unsupervised at the site; when they start on a new type of machine, attachment or task; at the re-verification interval your business sets; and after any of the review triggers in Part K.
Who completes it	An assessor your business has chosen as competent to assess (see Part B). The candidate completes the knowledge questions and signs Part J.
What goes with it	The Knowledge Questions (Candidate) for the candidate to answer, the Marking Guide (Assessor) with the model answers, and the VOC Register to track who is verified and when they are due.

Before you start

- Agree the scope (Part C) with the candidate's supervisor: what the candidate will do, on what, and where.
- Do the pre-assessment checks (Part D) before anything else. If one fails, do not start.
- The candidate answers the knowledge questions. Mark them with the Marking Guide and record the result in Part E.
- Observe the practical work (Part F) in the real work area, during normal work where it is safe, with other people kept clear.
- Watch for the safety-critical fail criteria (Part G) the whole time. Any one stops the assessment.
- Record the evidence, the outcome and the re-assessment plan (Parts H and I), give feedback, and sign off with the candidate (Part J).

Licences and the VOC

Most crane operation, dogging and rigging is high risk work. Crane operators must hold the high risk work licence class for the crane and the task (for example, CN for a non-slewing mobile crane or CV for a vehicle loading crane above the set capacity), doggers a dogging licence (DG), and riggers the rigging licence (RB, RI or RA) for the work, under the WHS Regulations or, in Victoria, the OHS Regulations. Some smaller cranes and set-ups are not licensed: confirm with your regulator which licence each crane and task needs. A VOC supports the business's own check that a licensed person can work safely on its crane, at its site. It does not replace any high risk work licence, and it is not a nationally recognised qualification.

SAMPLE

© 2026 Orana Skills Centre. All rights reserved.

SAMPLE · Crane and Lifting Operations VOC Assessment Template · Buy the full editable version:
training.oranaskillscentre.com/documents/crane-and-lifting-operations-voc-assessment-template

YOUR LOGO
Right-click > Change Picture

[Company name]

Part A Candidate details

Name		**Position or role**	
Employer (if a contractor or labour hire)		**Employee or worker ID**	
High risk work licence class(es) held: number and expiry		**Other crane or lifting training (course and date)**	
Experience on this crane type and in this role		**Last VOC or training (date)**	

Part B Assessor details

Name		**Position or role**	
Experience in this work (crane)		**Licence or training held (where relevant)**	
Assessor training or experience		**Relationship to the candidate (for example, supervisor, peer, external)**	

The assessor should not assess work they are not competent to do themselves. Where the assessor is the candidate's direct supervisor, record it above. It is allowed, but an independent assessor is preferred where practicable.

Part C Scope of this VOC

This VOC covers only the roles, crane and lifts ticked and written here. It is done only for a person who already holds the licence the crane and task need.

Role (tick each role assessed)	Crane and lift (tick each one in scope)
☐ Crane operator	☐ Non-slewing mobile crane
☐ Dogger (slinging and directing)	☐ Slewing mobile crane
☐ Rigger	☐ Vehicle loading crane
☐ Lift supervisor or lift planner	☐ Bridge or gantry crane
☐ Other: _____	☐ Routine lift
	☐ Lift near powerlines
	☐ Tandem or complex lift
	☐ Other: _____

© 2026 Orana Skills Centre. All rights reserved.

SAMPLE · Crane and Lifting Operations VOC Assessment Template · Buy the full editable version:
training.oranaskillscentre.com/documents/crane-and-lifting-operations-voc-assessment-template

YOUR LOGO
Right-click > Change Picture

[Company name]

WHS DOCUMENTS & TEMPLATES · DOC-CRN-VOC

Crane and Lifting VOC Knowledge Questions (Candidate)

Answer in your own words. You may answer out loud and have the assessor write it down.

Name		Date	
Role		Site	

For the candidate

These questions check that you know how to do this work safely at this site. Answer every one in your own words. Short answers are fine. If you have trouble reading or writing, tell the assessor: they will read the questions to you and write down your answers.

1. What licence do you need for the crane and the role you are doing? ★ critical

SAMPLE

The rest of this page, and the rest of this document, are in the full product.

© 2026 Orana Skills Centre. All rights reserved.

SAMPLE · Crane and Lifting Operations VOC Assessment Template · Buy the full editable version:
training.oranaskillscentre.com/documents/crane-and-lifting-operations-voc-assessment-template

Crane and Lifting Operations VOC Assessment Template

END OF THE FREE SAMPLE

This sample shows a few pages, so you can judge the layout and the quality. An editable verification of competency (VOC) for licensed crane operators, doggers, riggers and lift supervisors.

What the full product contains

- **VOC assessment tool: candidate and assessor details, scope, pre-assessment checks, practical observation checklist, safety-critical fail criteria, evidence, outcome, sign-off and review date**
  02_VOC_ASSESSMENT/Crane and Lifting VOC Assessment Tool.docx and .pdf
- **Knowledge questions, candidate version**
  02_VOC_ASSESSMENT/Crane and Lifting VOC Knowledge Questions (Candidate).docx and .pdf
- **Marking guide with model answers, assessor version**
  02_VOC_ASSESSMENT/Crane and Lifting VOC Marking Guide (Assessor).docx and .pdf
- **Excel VOC register: who is verified, on what, and when they are due**
  02_VOC_ASSESSMENT/Crane and Lifting VOC Register.xlsx
- **Start here: Read Me First, Product Overview, Permitted Use Terms, Version Information**
  01_START_HERE/ (four PDFs)

Formats

- Word (.docx), editable, with your logo and business name in the header
- Excel (.xlsx), editable, with dropdowns and formulas
- PDF copies of the Word documents, for printing blank
- Delivered as a single ZIP download

Get the full editable documents

https://training.oranaskillscentre.com/documents/crane-and-lifting-operations-voc-assessment-template

Instant download after purchase. · Orana Skills Centre · 1800 231 173 · bookings@oranaskillscentre.com

© 2026 Orana Skills Centre. All rights reserved. · v1.0