WHS DOCUMENTS & TEMPLATES

DOC-CSE-CCV · Confined Space Entry Critical Control Verification Pack

Product Overview

For: Businesses where people enter confined spaces: WHS advisers, maintenance managers, supervisors and control owners

Version 1.0 · 15 November 2026

SAMPLE

Field-ready Critical Control Verification forms for confined space entry: one for each of the 6 critical controls that stop a person being overcome, engulfed or trapped in a confined space, or limit the harm when it happens, with the bowtie, a verification schedule and a short guide.

Most workplaces have controls for confined space entry: locked covers, isolations, ventilation, gas testing, standby people and retrieval gear. The question is whether they are working today. A critical control verification (CCV) is the proof: a planned check, in the field, that a control that matters most is in place, in good condition, working as designed, used properly and not bypassed.

This pack gives you one CCV form for each of 6 critical controls (4 preventing, 2 mitigating) for the unwanted event: person overcome, engulfed or trapped in a confined space. Each form shows where the control sits on the bowtie, what it must achieve, how it fails, and a checklist scored Pass, Fail or Non-conformance. Physical controls are Pass or Fail only; Non-conformance is kept for administrative items such as records and training dates. A Fail stops the work and is escalated as a high potential incident. The last page of each form has prompts for talking to the operators, workers and supervisors who use the control.

The full bowtie shows every control on one page, the schedule sets who verifies each one and how often, and the guide explains the method. Every form is editable, so you can adapt it to your site. Made by Orana Skills Centre.

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How to Use These CCVs

Confined Space Entry Critical Control Verification Pack

What a critical control verification is

The key word here is proof. Not assumption, not guesswork. A critical control verification (CCV) is a planned check, in the field, that one critical control is doing its job. It checks that the control:

- Exist
- Are in place and in good condition
- Are functioning as designed
- Are being used properly
- Are not being bypassed or failing silently

Each CCV form tests one control against its performance requirements, item by item, grouped by those five checks and then the records. It is not a general inspection, an audit, or a maintenance check: keep those, and use the CCVs alongside them for the few controls that matter most.

The bowtie and the critical controls in this pack

Hazard: Confined spaces: tanks, pits, silos, vessels, sewers and ducts. Unwanted event: Person overcome, engulfed or trapped in a confined space. Any entry into, or work in, an enclosed or partly enclosed space not designed for people to occupy, where the atmosphere, engulfment or the space itself could harm a person: tanks, silos, pits, sumps, sewers, vessels, ducts, manholes and voids.

CCV	Critical control	Type	Sits on	At your site
CCV-01	Entry controlled, with the space secured and each entry approved	Preventing	T5	Use at every site where the threat or consequence is present.
CCV-02	Space isolated from inflow, plant and services	Preventing	T3, T4	Use at every site where the threat or consequence is present.
CCV-03	Safe atmosphere established and confirmed before entry	Preventing	T1	Use at every site where the threat or consequence is present.
CCV-04	Atmosphere monitored, and everyone out the moment it changes	Preventing	T2	Kept separate from CCV-03 (the owner's rule): this one is checked during the work, the other before entry.
CCV-05	Standby person at the entry point for the whole entry	Mitigating	C1, C2	Use at every site where the threat or consequence is present.
CCV-06	Rescue ready, with equipment rigged and rescuers able to act from outside	Mitigating	C1, C2	Kept separate from CCV-05 (the owner's rule): rescue readiness is checked through the equipment and a drill, the standby person during the entry.

Mitigating controls can be critical too, especially when they are the last line of defence. They are just as critical as prevention, and must be resourced, practised and verified.

Before you verify: adapt the pack

Step	What to do
1	Check the bowtie against your site: the threats, the consequences and the critical controls. Change it where it does not match, and keep the forms in step with it.

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YOUR LOGO
Right-click > Change Picture

[Company name]

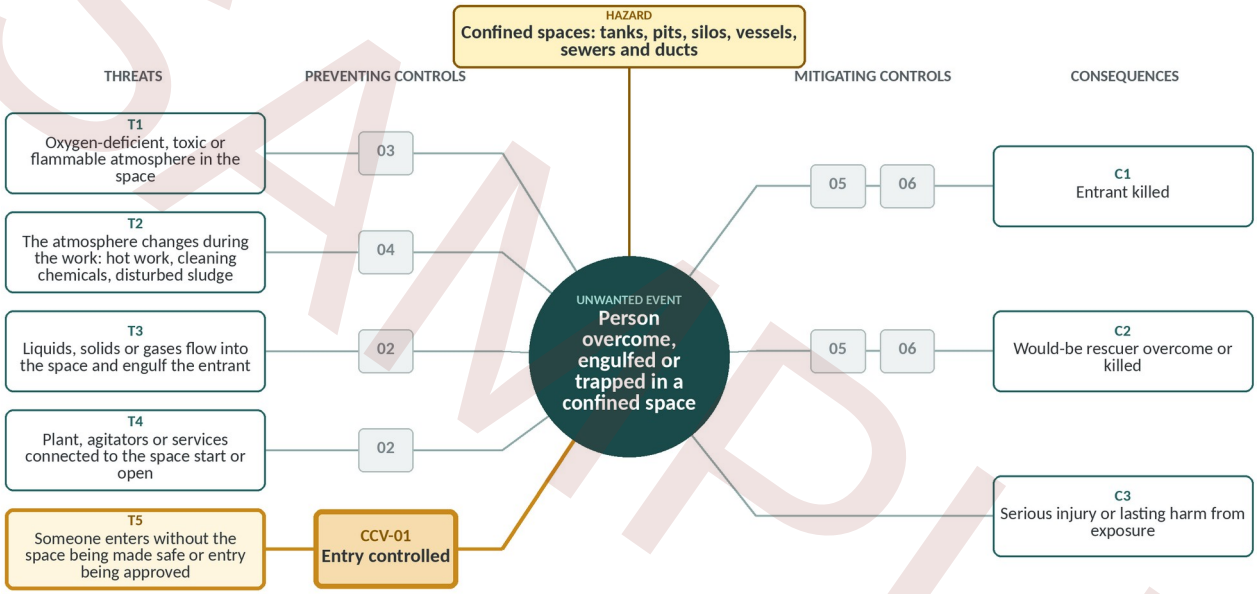
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CCV-01 Entry controlled, with the space secured and each entry approved

Critical Control Verification · Preventing control · Confined space entry

Site or location		**Plant or area verified**	
Date and time		**Shift**	
Verified by (name and role)		**Control owner**	

1 Where this control sits on the bowtie



Amber: this control, CCV-01, on threat line T5. Grey numbers: the other critical controls in this pack. Preventing controls sit left of the unwanted event and stop it happening; mitigating controls sit right of it and limit the harm.

2 The control

Control	Entry controlled, with the space secured and each entry approved
Type	Preventing: it stops the unwanted event happening.
It sits on	Threat T5: Someone enters without the space being made safe or entry being approved
Hierarchy of control	Isolation and Administrative
Objective	Stop anyone entering a confined space by chance or on impulse: covers and access points secured and signed, and entry only when a competent person has checked the controls are in place and approved entry for this job.
Why it is critical	Many confined space deaths happen on unplanned entries: a quick look, dropping in to retrieve something, or going in after a collapsed workmate. Securing the access point, and making entry a deliberate, checked step, stops that.

3 Performance requirements

What the control must achieve. The checklist in part 5 tests each one.

No.	The control must meet this requirement
R1	Every confined space on site is identified and its access points are signed.

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YOUR LOGO
Right-click > Change Picture

[Company name]

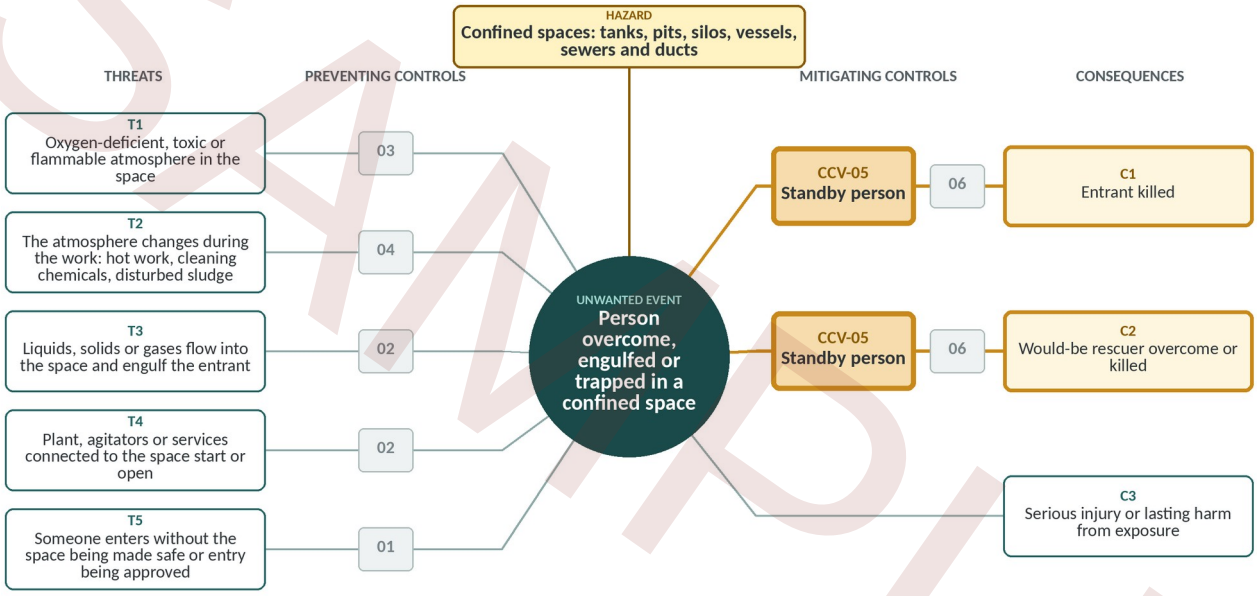
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CCV-05 Standby person at the entry point for the whole entry

Critical Control Verification · Mitigating control · Confined space entry

Site or location		**Plant or area verified**	
Date and time		**Shift**	
Verified by (name and role)		**Control owner**	

1 Where this control sits on the bowtie



Amber: this control, CCV-05, on consequence lines C1 and C2. Grey numbers: the other critical controls in this pack. Preventing controls sit left of the unwanted event and stop it happening; mitigating controls sit right of it and limit the harm.

2 The control

Control	Standby person at the entry point for the whole entry
Type	Mitigating: it limits the harm once the unwanted event has happened.
It sits on	Consequence C1: Entrant killed; consequence C2: Would-be rescuer overcome or killed
Hierarchy of control	Administrative
Objective	Keep a trained standby person at the entry point, in constant contact with the entrants, who raises the alarm and starts the rescue straight away, and never enters the space.
Why it is critical	If an entrant collapses, the standby person is the only one who knows. A fast alarm and rescue from outside save the entrant; a standby person who goes in becomes the next victim, which is how many multiple deaths happen.

3 Performance requirements

What the control must achieve. The checklist in part 5 tests each one.

No.	The control must meet this requirement
R1	A standby person is at the entry point for the whole time anyone is inside, with no other duties that take them away.
R2	The standby person keeps constant contact with the entrants by sight, voice or radio.

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END OF THE FREE SAMPLE

This sample shows a few pages, so you can judge the layout and the quality. Field-ready Critical Control Verification forms for confined space entry: one for each of the 6 critical controls that stop a person being overcome, engulfed or trapped in a confined space, or limit the harm when it happens, with the bowtie, a verification schedule and a short guide.

What the full product contains

- **6 Critical Control Verification forms, one per critical control (4 preventing, 2 mitigating): each with its bowtie, objective, performance requirements, failure modes, a Pass / Fail / Non-conformance checklist, the overall result, actions, a page of prompts for talking to the people who use the control, and sign-off**
  03_CCV_FORMS/ (Word and PDF)
- **The critical controls: CCV-01 Entry controlled (preventing); CCV-02 Space isolated (preventing); CCV-03 Safe atmosphere first (preventing); CCV-04 Out on alarm or change (preventing); CCV-05 Standby person (mitigating); CCV-06 Rescue ready (mitigating)**
  03_CCV_FORMS/CCV-01 to CCV-06
- **The full bowtie for confined space entry on one page: every threat, consequence and critical control**
  02_BOWTIE/Confined Space Entry Bowtie.docx and .pdf
- **The CCV schedule: who verifies each control, how often by exposure, the method and the record**
  04_CCV_SCHEDULE/CCV Schedule.docx and .pdf
- **The CCV schedule workbook: suggested frequency by exposure, next due dates and status by formula, dropdowns, no macros**
  04_CCV_SCHEDULE/CCV Schedule.xlsx
- **How to use these CCVs: the method, scoring, the response to a Fail or Non-conformance, frequency, and adapting the set to your site**
  01_START_HERE/How to Use These CCVs.docx and .pdf
- **Read Me First, Product Overview, Permitted Use Terms and Version Information**
  01_START_HERE/ (PDF)

Formats

- Word (.docx), editable, with your logo and business name in the header
- Excel (.xlsx), editable, with dropdowns and formulas (no macros)
- PDF copies of the Word documents, for printing blank
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