WHS DOCUMENTS & TEMPLATES

DOC-CSE-PACK · Confined Space Entry Pack

Product Overview

For: Businesses with confined spaces: owners, supervisors, maintenance leads, WHS advisers and workplace assessors

Version 1.0 · 9 November 2026

Editable confined space documents that work together: a safe work instruction, an entry permit and atmospheric testing record, a VOC and a supervisor's field verification.

Confined space incidents kill quickly, and often kill the would-be rescuer too. A permit on file does not show that the atmosphere was tested, the isolations are on, the standby person is at the entry, or that anyone could carry out the rescue plan today.

This pack covers it end to end. The safe work instruction sets out the steps. The entry permit and atmospheric testing record capture each entry. The VOC checks each person can do their role. The field verification checks the controls are working at the entry.

No licence is needed to enter or work in a confined space. WHS and OHS laws require the business to make sure everyone involved is trained and competent: entrants, standby persons, gas testers and permit issuers. Training is often a unit of competency such as RIIWHS202E Enter and work in confined spaces, or MSMWHS217 Gas test atmospheres; these are examples of training, and your business decides what it requires. A VOC is the business's own check that a worker can do the work safely at its site, in its spaces. It is not a licence or a qualification.

SAMPLE

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Confined Space Entry Safe Work Instruction

How to enter and work in [Confined space name] safely at [Site name]

Document number		**Version**	
Site		**Work area**	
Approved by		**Review date**	

1 Purpose and scope

This instruction sets out how to enter and work in **[Confined space name]** at **[Site name]**: the checks before entry, the hazards and controls, the steps, and the points where everyone must stop and get out.

It applies to every entrant, standby person, gas tester and permit issuer, including contractors. It is used with the risk assessment for the space, the entry permit and the atmospheric testing record.

2 Who may take part

- Has completed **[Company name]**'s confined space training, and gas test training if testing
- Has a current VOC for their role: entrant, standby person, gas tester or permit issuer
- Is fit for work, including for any breathing apparatus used
- Has read this instruction, or had it explained, and signed the acknowledgement at the end

Licences and training

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3 The space

Fill in one copy for each confined space, or attach the risk assessment.

Space: [Confined space name]	
Entry points and their size	
Hazards from the risk assessment	
Isolations needed (plant, pipes, services)	
Ventilation and gas detection used	
Rescue arrangements: [Rescue plan reference]	

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Confined Space Entry VOC Assessment Tool

Verification of competency for one worker, in the confined space roles in scope, at [Site name]

Purpose	To check, and record, that a worker can enter, stand by at, test or issue a permit for a confined space safely, at your site, following your procedures.
When to use it	Before a worker does confined space work unsupervised at the site; when they take on a new role or a new kind of space; 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), the Marking Guide (Assessor) with the model answers, and the VOC Register.

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, training and the VOC

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Part A Candidate details

Name		**Position or role**	
Employer (if a contractor or labour hire)		**Employee or worker ID**	
Confined space training (course or unit and date)		**Gas test training (course or unit and date, if testing is in scope)**	
Experience in confined space work		**Last VOC or training (date)**	

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Supervisor Field Verification Checklist

Confined space entry: permits, isolation, gas testing, the standby person and rescue arrangements

Site		**Spaces checked**	
Date and time		**Shift**	
Verified by		**Permits sampled (numbers)**	

How to verify

- Visit the area while confined space work is under way. Look at each control working, not at its paperwork.
- Mark each check Pass, Not met or N/A. Pass means you saw the control in place and working. If you did not see it, it is not a Pass.
- Write what you saw in the evidence column: a location, a photo reference, a record you sampled.
- Talk to the people doing the work, using the questions after the checks. They know where the near misses are.
- Record every Not met in the actions table, with an owner and a due date. Fix what you can on the spot, and record that too.

Escalate now

If a ★ critical control is Not met, act before you leave the area. Stop or restrict the confined space work there until it is fixed or another control is in place, and tell **[Escalation contact]** the same shift. A failed critical control is a high potential incident: report it as one.

Checks

★ marks a critical control: one whose failure could let a person be overcome, engulfed or caught inside a confined space. Delete checks that do not apply, and add your own.

No.	Look for (★ critical control)	Pass	Not met	N/A	What you saw (evidence)
Permits					
1	A current entry permit is at the entry for each space being entered, signed by a competent person ★	☐	☐	☐	
2	The permit matches the work and the people inside ★	☐	☐	☐	
3	Spaces not in use are closed, signed and barricaded	☐	☐	☐	
Isolation					
4	Every isolation on the permit is in place, locked and tagged ★	☐	☐	☐	
Gas testing					
5	The detector is calibrated and bump tested ★	☐	☐	☐	
6	Readings were taken before entry and are within the permit's limits ★	☐	☐	☐	
7	Monitoring during entry is happening as the permit sets ★	☐	☐	☐	

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END OF THE FREE SAMPLE

This sample shows a few pages, so you can judge the layout and the quality. Editable confined space documents that work together: a safe work instruction, an entry permit and atmospheric testing record, a VOC and a supervisor's field verification.

What the full product contains

- **Confined space entry safe work instruction: plan, prepare, test, enter, stand by, finish; hazards, controls and stop-work points**
  02_SAFE_WORK_INSTRUCTION/Confined Space Entry Safe Work Instruction.docx and .pdf
- **Confined space entry permit: controls, limits, people in and out, close-out**
  03_PERMITS_AND_RECORDS/Confined Space Entry Permit.docx and .pdf
- **Atmospheric testing record: detector, bump test and readings before and during entry**
  03_PERMITS_AND_RECORDS/Atmospheric Testing Record.docx and .pdf
- **Supervisor field verification checklist: permits, isolation, gas testing, the standby person and rescue arrangements, with Pass, Not met, actions, escalation and evidence**
  05_FIELD_VERIFICATION/Supervisor Field Verification Checklist.docx and .pdf
- **VOC assessment tool, the same as DOC-CSE-VOC**
  04_VOC_ASSESSMENT/Confined Space Entry VOC Assessment Tool.docx and .pdf
- **VOC knowledge questions (candidate) and marking guide (assessor)**
  04_VOC_ASSESSMENT/Confined Space Entry VOC Knowledge Questions (Candidate) and Confined Space Entry VOC Marking Guide (Assessor), .docx and .pdf
- **Excel VOC register**
  04_VOC_ASSESSMENT/Confined Space Entry VOC Register.xlsx
- **How the documents work together: one page**
  01_START_HERE/How the Documents Work Together.docx and .pdf
- **Setup guide: what to adapt before use**
  01_START_HERE/Setup Guide.docx and .pdf
- **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
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