WHS DOCUMENTS & TEMPLATES

DOC-CSE-VOC · Confined Space Entry VOC Assessment Template

Product Overview

For: Businesses whose workers enter, stand by at or issue permits for confined spaces: owners, supervisors, WHS advisers and workplace assessors

Version 1.0 · 9 November 2026

An editable verification of competency (VOC) for confined space entrants, standby persons, gas testers and permit issuers.

Confined space deaths happen fast, and too often take the would-be rescuer as well. Training on a course does not show that a worker can enter, test, stand by or issue a permit safely at your site, in your spaces. 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 space in scope, the pre-assessment checks, knowledge questions with a separate marking guide, a practical observation checklist for each role, the safety-critical fail criteria that stop an assessment, the evidence to keep, the outcome, sign-off and the review date.

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.

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/Confined Space Entry VOC Assessment Tool.docx and .pdf
Knowledge questions, candidate version	02_VOC_ASSESSMENT/Confined Space Entry VOC Knowledge Questions (Candidate).docx and .pdf
Marking guide with model answers, assessor version	02_VOC_ASSESSMENT/Confined Space Entry VOC Marking Guide (Assessor).docx and .pdf
Excel VOC register: who is verified, on what, and when they are due	02_VOC_ASSESSMENT/Confined Space Entry VOC Register.xlsx
Start here: Read Me First, Product Overview, Permitted Use Terms, Version Information	01_START_HERE/ (four PDFs)

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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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Part B Assessor details

Name		**Position or role**	
Experience in this work (confined space)		**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 and spaces ticked and written here. A worker verified as an entrant is not verified as a standby person, gas tester or permit issuer.

Role (tick each role assessed)	Space and hazards (tick each one in scope)
☐ Entrant	☐ Tank, vessel or silo
☐ Standby person	☐ Pit, sump or chamber
☐ Gas tester	☐ Pipe, duct or tunnel
☐ Permit issuer	☐ Low oxygen or toxic atmosphere possible
☐ Other: _____	☐ Flammable atmosphere possible
	☐ Engulfment possible
	☐ Isolation of plant and services needed
	☐ Breathing apparatus used
	☐ Other: _____

Confined space name and ID		**Entry point and size**	
Site		**Work in the space**	
Hazards from the risk assessment		**Rescue arrangements**	
Gas detector make and model		**Communication method**	

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Confined Space Entry 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 makes a space a confined space?

2. What must be in place before anyone enters? ★ critical

3. Name the atmospheric hazards you test for. ★ critical

4. How and when is the atmosphere tested? ★ critical

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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 confined space entrants, standby persons, gas testers and permit issuers.

What the full product contains

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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
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