WHS DOCUMENTS & TEMPLATES

DOC-ELE-CCV · Contact with Electricity Critical Control Verification Pack

# Product Overview

For: Businesses with electrical work or work near powerlines: WHS advisers, electrical and construction supervisors, control owners

Version 1.0 · 15 November 2026

SAMPLE

**Field-ready Critical Control Verification forms for contact with electricity: one for each of the 7 critical controls that stop a person contacting electricity, by shock or arc flash, or limit the harm when it happens, with the bowtie, a verification schedule and a short guide.**

Most workplaces have controls for contact with electricity: isolation and test for dead, approach distances, service location, residual current devices and equipment testing. 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 7 critical controls (5 preventing, 2 mitigating) for the unwanted event: person contacts electricity: electric shock or arc flash. 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

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## 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: Electrical energy: live parts, overhead and underground lines. Unwanted event: Person contacts electricity: electric shock or arc flash. Electrical work on installations and equipment, work near exposed live parts, use of electrical equipment, and any work near overhead powerlines or underground cables, including plant, scaffolds, long materials, digging and drilling.

| CCV | Critical control | Type | Sits on | At your site |
|---|---|---|---|---|
| **CCV-01** | Electrical equipment isolated, locked and proved dead before work | Preventing | T1, T2 | Use at every site where the threat or consequence is present. |
| **CCV-02** | Live work only where justified, with the controls for live work in place | Preventing | T1 | Use only if your business permits live work. If it does not, keep the bypass items in your CCV-01 checks. |
| **CCV-03** | Approach distances to overhead powerlines kept | Preventing | T3 | Use where overhead lines are on or near the work. Your regulator and network operator set the approach distances. |
| **CCV-04** | Underground and concealed services located before breaking ground or cutting | Preventing | T4 | Use at every site where the threat or consequence is present. |
| **CCV-05** | Residual current devices fitted and tested | Mitigating | C1 | Use at every site where the threat or consequence is present. |
| **CCV-06** | Electrical equipment and leads inspected, tested and taken out of use when damaged | Preventing | T5 | Use at every site where the threat or consequence is present. |
| **CCV-07** | Electrical rescue and resuscitation ready | Mitigating | C1, C2 | Use at every site where the threat or consequence is present. |

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.


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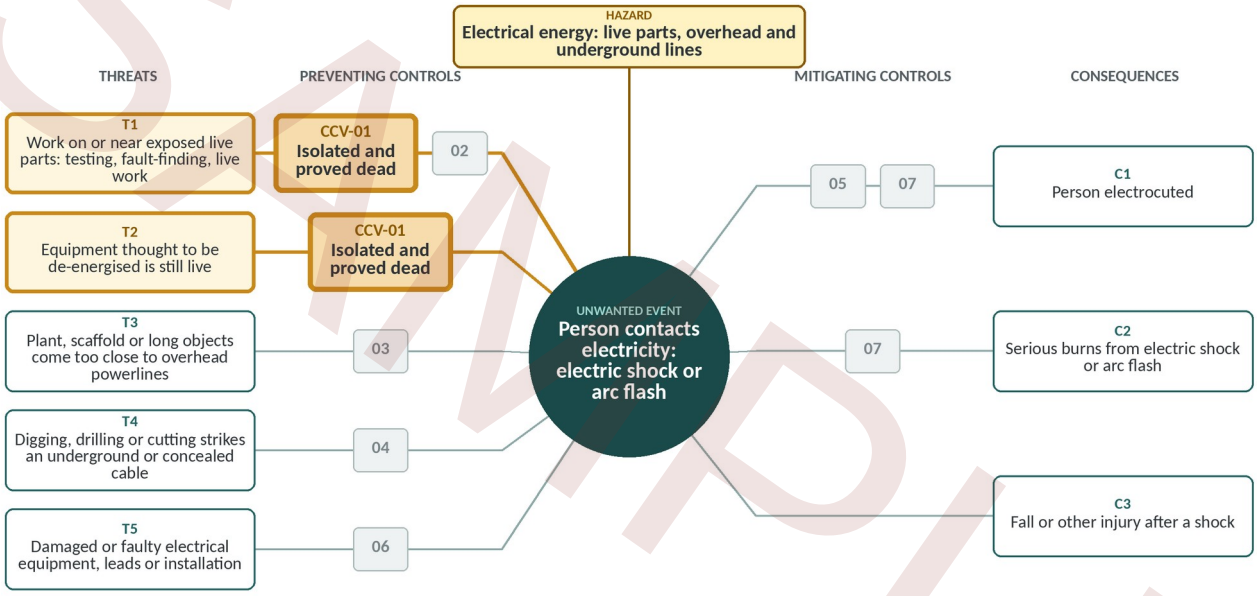
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# CCV-01 Electrical equipment isolated, locked and proved dead before work

Critical Control Verification · Preventing control · Contact with electricity

| | | | |
|---|---|---|---|
| **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 lines T1 and T2.** 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** | Electrical equipment isolated, locked and proved dead before work |
| **Type** | Preventing: it stops the unwanted event happening. |
| **It sits on** | Threat T1: Work on or near exposed live parts: testing, fault-finding, live work; threat T2: Equipment thought to be de-energised is still live |
| **Hierarchy of control** | Isolation |
| **Objective** | Before anyone works on electrical equipment or near exposed conductors, isolate every supply, lock and tag it, and prove it dead at the point of work with a tester proved before and after the test. |
| **Why it is critical** | Most electrical deaths at work happen on equipment someone believed was off: the wrong circuit, a backfeed, a second supply or a faulty tester. Isolating, locking and proving dead is what turns 'should be off' into 'is off'. |

## 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 supply to the equipment is identified, including backfeeds, generators, solar and battery systems, and capacitors. |



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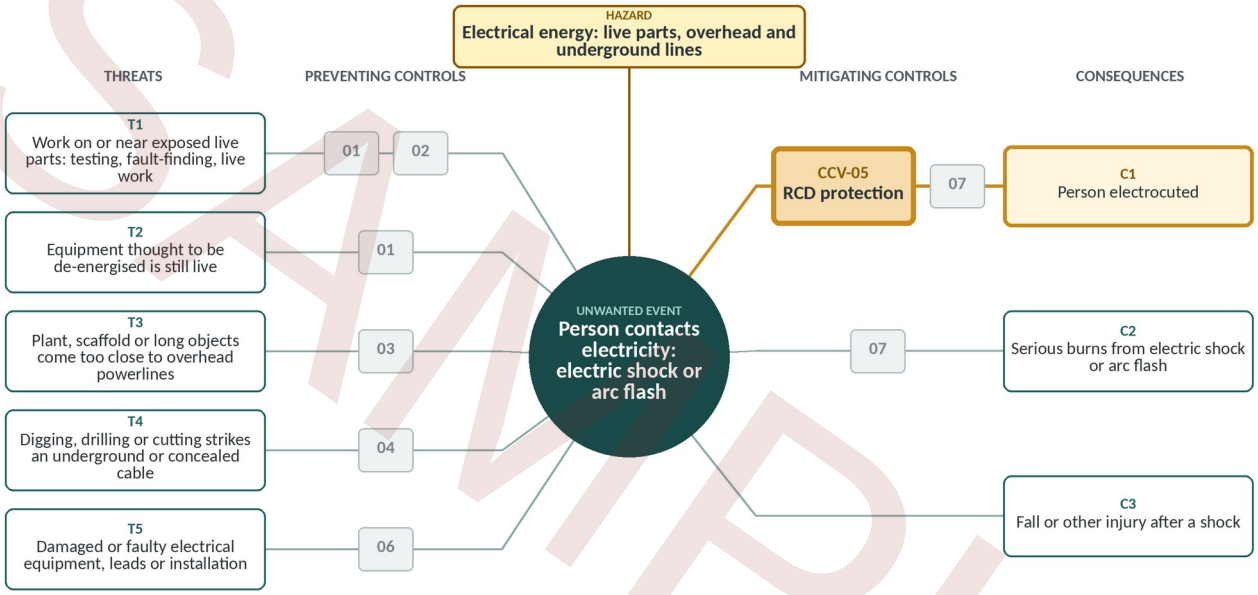
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# CCV-05 Residual current devices fitted and tested

Critical Control Verification · Mitigating control · Contact with electricity

| | | | |
|---|---|---|---|
| **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 line C1.** 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** | Residual current devices fitted and tested |
| **Type** | Mitigating: it limits the harm once the unwanted event has happened. |
| **It sits on** | Consequence C1: Person electrocuted |
| **Hierarchy of control** | Engineering |
| **Objective** | Make sure circuits supplying socket outlets, portable equipment and construction work are protected by residual current devices that trip fast enough to limit an electric shock, and that they are tested so a failed device is found. |
| **Why it is critical** | An RCD does not stop contact with electricity, but it cuts the supply in a fraction of a second when current leaks to earth, often the difference between a shock and a death. A failed RCD gives no sign until it is needed. |

## 3 Performance requirements

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

| No. | The control must meet this requirement |
|---|---|
| R1 | Socket outlets supplying portable equipment, and construction and hostile environments, are protected by RCDs as the law and standards require. |
| R2 | Portable RCDs are used where the outlet is not protected. |
| R3 | RCDs are push-button tested and time tested at the intervals the standard and the law set. |


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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 contact with electricity: one for each of the 7 critical controls that stop a person contacting electricity, by shock or arc flash, or limit the harm when it happens, with the bowtie, a verification schedule and a short guide.

## What the full product contains

- **7 Critical Control Verification forms, one per critical control (5 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 Isolated and proved dead (preventing); CCV-02 Controlled live work (preventing); CCV-03 Powerline clearance (preventing); CCV-04 Services located (preventing); CCV-05 RCD protection (mitigating); CCV-06 Equipment in safe order (preventing); CCV-07 Rescue and CPR ready (mitigating)**
  03_CCV_FORMS/CCV-01 to CCV-07
- **The full bowtie for contact with electricity on one page: every threat, consequence and critical control**
  02_BOWTIE/Contact with Electricity 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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