WHS DOCUMENTS & TEMPLATES

DOC-EWP-VOC · Elevating Work Platform VOC Assessment Template

Product Overview

For: Businesses that use boom-type and scissor elevating work platforms: owners, supervisors, WHS advisers and workplace assessors

Version 1.0 · 9 November 2026

SAMPLE

An editable verification of competency (VOC) for elevating work platform operators: check, and record, that an operator can use your boom or scissor lift safely at your site.

EWP operators are killed by falls from the platform, by crushing against overhead structures, by contact with powerlines, and when the machine tips over. A licence or a training card does not show that an operator can do the work on your EWP, at your site. A verification of competency is how a business checks that, and keeps a record of it.

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

Operating a boom-type elevating work platform with a boom length of 11 metres or more is high risk work: the operator must hold a high risk work licence (class WP) under the WHS Regulations or, in Victoria, the OHS Regulations. Scissor lifts, vertical lifts and boom-type EWPs with a boom under 11 metres need no high risk work licence, but the operator must be trained, competent and familiar with the make and model. A VOC supports the business's own check that an operator can work safely on its EWP, at its site. It does not replace a high risk work licence, and it is not a nationally recognised qualification. Confirm with your regulator which licence applies to each EWP.

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

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EWP VOC Assessment Tool

Verification of competency for one operator, on one type of elevating work platform (EWP), at [Site name]

Purpose	To check, and record, that a worker can operate safely on your elevating work platform, 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, training and the VOC

Operating a boom-type elevating work platform with a boom length of 11 metres or more is high risk work: the operator must hold a high risk work licence (class WP) under the WHS Regulations or, in Victoria, the OHS Regulations. Scissor lifts, vertical lifts and boom-type EWPs with a boom under 11 metres need no high risk work licence, but the operator must be trained, competent and familiar with the make and model. A VOC supports the business's own check that an operator can work safely on its EWP, at its site. It does not replace a high risk work licence, and it is not a nationally recognised qualification. Confirm with your regulator which licence applies to each EWP.

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Part A Candidate details

Name		**Position or role**	
Employer (if a contractor or labour hire)		**Employee or worker ID**	
High risk work licence class WP (for a boom of 11 metres or more): number and expiry		**EWP training completed (course and date)**	
Experience on this type of EWP		**Familiarised on this make and model (date, by whom)**	

Part B Assessor details

Name		**Position or role**	
Experience in this work (elevating work platform)		**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 what is ticked and written here. An operator verified on a scissor lift is not verified on a boom-type EWP, and familiarisation is needed for each make and model.

EWP type (tick the one being assessed)	Tasks and conditions (tick each one assessed)
☐ Scissor lift ☐ Vertical (mast) lift ☐ Boom-type EWP: boom under 11 metres ☐ Boom-type EWP: boom 11 metres or more (WP licence required) ☐ Truck-mounted boom ☐ Trailer-mounted boom ☐ Other: _____	☐ Indoor work on a level floor ☐ Outdoor work and rough terrain ☐ Work near overhead powerlines (approach distances known) ☐ Work near traffic or the public ☐ Travelling with the platform raised (where the manufacturer allows it) ☐ Using outriggers or stabilisers ☐ Ground controls and emergency lowering ☐ Other: _____

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EWP VOC Knowledge Questions (Candidate)

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

Name		**Date**	
EWP type		**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 or training do you need to operate this EWP? ★ critical

2. What do you check before you use the EWP each shift? What do you do if you find a defect? ★ critical

3. What do you check about the ground before you set up and raise the platform? ★ critical

4. What overhead hazards can kill you in an EWP, and how do you control them? ★ critical

5. When do you wear a harness, and where do you attach it? ★ 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 elevating work platform operators: check, and record, that an operator can use your boom or scissor lift safely at your site.

What the full product contains

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  02_VOC_ASSESSMENT/EWP VOC Assessment Tool.docx and .pdf
- **Knowledge questions, candidate version**
  02_VOC_ASSESSMENT/EWP VOC Knowledge Questions (Candidate).docx and .pdf
- **Marking guide with model answers, assessor version**
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  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

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