WHS DOCUMENTS & TEMPLATES

DOC-HOT-VOC · Hot Work VOC Assessment Template

Product Overview

For: Businesses whose workers weld, cut, grind or braze outside a dedicated workshop: owners, supervisors, WHS advisers and workplace assessors

Version 1.0 · 9 November 2026

An editable verification of competency (VOC) for hot work operators, fire watches and permit issuers.

Most hot work fires start from a spark that landed somewhere nobody checked, or smouldered after everyone left. A trade qualification does not show that a worker prepares the area, keeps watch and closes the permit properly 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 role and process in scope, the pre-assessment checks, knowledge questions with a separate marking guide, a practical observation checklist, the safety-critical fail criteria that stop an assessment, the evidence to keep, the outcome, sign-off and the review date.

No high risk work licence covers hot work such as welding, cutting, grinding or brazing. The business must make sure the people who do it, keep fire watch and issue hot work permits are trained and competent, and that any trade or gas work done with it is done by people qualified or licensed for it where your state requires. A VOC is the business's own check that a worker can do hot work safely at its site. 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/Hot Work VOC Assessment Tool.docx and .pdf
Knowledge questions, candidate version	02_VOC_ASSESSMENT/Hot Work VOC Knowledge Questions (Candidate).docx and .pdf
Marking guide with model answers, assessor version	02_VOC_ASSESSMENT/Hot Work VOC Marking Guide (Assessor).docx and .pdf
Excel VOC register: who is verified, on what, and when they are due	02_VOC_ASSESSMENT/Hot Work VOC Register.xlsx
Start here: Read Me First, Product Overview, Permitted Use Terms, Version Information	01_START_HERE/ (four PDFs)

Who it is for

- Manufacturing, construction, maintenance, mining services, agriculture and facilities businesses that do hot work
- Supervisors and workplace assessors

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[Company name]

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Hot Work VOC Assessment Tool

Verification of competency for one worker, in the hot work roles and processes in scope, at [Site name]

Purpose	To check, and record, that a worker can do hot work, keep fire watch or issue a hot work permit safely, at your site, following your procedures.
When to use it	Before a worker does hot work outside a dedicated workshop unsupervised; when they take on a new role, process or area; 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**	
Trade or welding training (course and date)		**Fire extinguisher training (date)**	
Experience in hot work		**Last VOC or training (date)**	

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Part B Assessor details

Name		**Position or role**	
Experience in this work (hot work equipment)		**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, processes and areas ticked and written here.

Role (tick each role assessed)	Processes (tick each one in scope)
☐ Hot work operator ☐ Fire watch ☐ Permit issuer ☐ Other: _____	☐ Arc welding ☐ Gas welding, cutting or heating (oxy-fuel) ☐ Plasma cutting ☐ Grinding and cutting with abrasive discs ☐ Brazing or soldering ☐ Thermal lancing or other ☐ Work near a possible flammable atmosphere (gas testing needed) ☐ Other: _____

Site		**Work areas**	
Equipment used		**Combustibles typically nearby**	
Fire protection in the area (extinguishers, hoses, detection)		**Fire watch period after work set by the site**	
Gas detector (if testing is in scope)		**Permit system used**	

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Hot Work 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. When do you need a hot work permit at this site? ★ critical

The rest of this page, and the rest of this document, are in the full product.

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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 hot work operators, fire watches 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
- Delivered as a single ZIP download

Get the full editable documents

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