WHS DOCUMENTS & TEMPLATES

DOC-ISO-VOC · Hazardous Energy Isolation VOC Assessment Template

Product Overview

For: Businesses whose workers isolate plant for maintenance, cleaning or clearing: owners, supervisors, maintenance leads, WHS advisers and workplace assessors

Version 1.0 · 9 November 2026

SAMPLE

An editable verification of competency (VOC) for workers who isolate plant: check, and record, that a worker can isolate hazardous energy safely on your plant.

Most isolation failures are not a missing padlock. They are a missed energy source, stored energy left in a line, an emergency stop used as an isolation, a test for zero energy that was never done, or a lock removed by someone else. A verification of competency is how a business checks a worker gets each of these right, on its plant, and keeps a record of it.

This template gives the assessor everything in one place: the scope (plant, energy sources, kind of isolation), the pre-assessment checks, knowledge questions with a separate marking guide, a practical observation checklist from preparing to de-isolating, 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 isolate plant under WHS or OHS laws. Isolation is still safety-critical work: only workers the business has trained, verified and authorised may isolate, and only the plant and energy sources they are authorised for. Electrical work, including isolating, testing or working on electrical circuits beyond an isolator the business has designated for operators, must be done by a licensed electrician under your state or territory's electrical licensing laws. A VOC is the business's own check that a worker can isolate safely: it does not authorise electrical work, and it is not a nationally recognised 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/Isolation VOC Assessment Tool.docx and .pdf
Knowledge questions, candidate version	02_VOC_ASSESSMENT/Isolation VOC Knowledge Questions (Candidate).docx and .pdf
Marking guide with model answers, assessor version	02_VOC_ASSESSMENT/Isolation VOC Marking Guide (Assessor).docx and .pdf
Excel VOC register: who is verified, on what, and when they are due	02_VOC_ASSESSMENT/Isolation VOC Register.xlsx
Start here: Read Me First, Product Overview, Permitted Use Terms, Version Information	01_START_HERE/ (four PDFs)

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Isolation VOC Assessment Tool

Verification of competency for one worker, isolating hazardous energy on the plant in scope, at [Site name]

Purpose	To check, and record, that a worker can isolate safely on your plant, 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, authorisation and the VOC

No licence is needed to isolate plant under WHS or OHS laws. Isolation is still safety-critical work: only workers the business has trained, verified and authorised may isolate, and only the plant and energy sources they are authorised for. Electrical work, including isolating, testing or working on electrical circuits beyond an isolator the business has designated for operators, must be done by a licensed electrician under your state or territory's electrical licensing laws. A VOC is the business's own check that a worker can isolate safely: it does not authorise electrical work, and it is not a nationally recognised qualification.

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Part A Candidate details

Name		**Position or role**	
Employer (if a contractor or labour hire)		**Employee or worker ID**	
Electrical licence (only if the candidate does electrical isolation beyond designated isolators)		**Isolation training completed (course and date)**	
Experience isolating this plant		**Last VOC or training on isolation (date)**	

Part B Assessor details

Name		**Position or role**	
Experience isolating this plant		**Electrical licence (where electrical isolation is in scope)**	
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 plant, energy sources and kinds of isolation ticked and written here. A worker verified to isolate a conveyor is not verified to isolate a press, a steam line or anything not listed.

Plant (tick each kind in scope)	Energy sources isolated (tick each one in scope)
☐ Fixed machinery (for example, a conveyor, mixer or press)	☐ Electrical (at a designated isolator)
☐ Mobile plant	☐ Hydraulic
☐ Process plant (pipes, tanks, pumps, valves)	☐ Pneumatic
☐ Electrical equipment at a designated isolator	☐ Mechanical (moving parts, springs, flywheels)
☐ Individual isolation	☐ Gravity (raised parts and loads)
☐ Group isolation with a lock box	☐ Thermal (heat, steam)
☐ Isolation under a permit to work	☐ Chemical or process (liquids, gases)
☐ Other: _____	☐ Stored electrical (capacitors, batteries)
	☐ Other: _____

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Isolation VOC Knowledge Questions (Candidate)

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

Name		Date	
Plant		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. Who may isolate this plant, and what electrical isolation are you allowed to do? ★ critical

2. Name five kinds of hazardous energy that may need to be isolated. ★ critical

3. Why is an emergency stop, a control switch or a guard interlock not an isolation? ★ critical

4. Why must everyone who works on the plant fit their own lock and tag? ★ critical

5. After isolating, what stored energy might still be there, and what do you do about 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 workers who isolate plant: check, and record, that a worker can isolate hazardous energy safely on your plant.

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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