WHS DOCUMENTS & TEMPLATES

DOC-LVO-CCV · Light Vehicle Operation Critical Control Verification Pack

Product Overview

For: Businesses whose people drive for work: WHS advisers, fleet managers, supervisors and control owners

Version 1.0 · 15 November 2026

SAMPLE

Field-ready Critical Control Verification forms for light vehicle operation: one for each of the 7 critical controls that stop a light vehicle crash or loss of control, or limit the harm when it happens, with the bowtie, a verification schedule and a short guide.

Most workplaces have controls for light vehicle operation: fatigue limits, phone rules, pre-start checks, speed monitoring, seatbelts and trip plans. 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 (4 preventing, 1 preventing and mitigating, 2 mitigating) for the unwanted event: light vehicle crash or loss of control. 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

Light Vehicle Operation Critical Control Verification Pack

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: Driving cars, utes and vans for work. Unwanted event: Light vehicle crash or loss of control. Any driving of cars, utes, vans and four-wheel drives for work, on public roads, unsealed and remote roads and site roads, by employees, contractors and volunteers, in business or private vehicles.

CCV	Critical control	Type	Sits on	At your site
CCV-01	Drivers fit to drive, within fatigue limits	Preventing	T1	Use at every site where the threat or consequence is present.
CCV-02	No handheld phone or device use while driving	Preventing	T2	Use at every site where the threat or consequence is present.
CCV-03	Roadworthy vehicle, checked and serviced, with defects fixed	Preventing	T4	Use at every site where the threat or consequence is present.
CCV-04	Speed suited to the road, the load and the conditions	Preventing and mitigating	T3 (preventing); C1, C2, C3 (mitigating)	Works on both sides (the owner's rule): on T3 lower speed gives time to avoid the crash; on C1 to C3 it lowers the crash forces. The checklist tests both roles.
CCV-05	Trips on high-risk roads planned and approved	Preventing	T5	Use where your people travel on remote, unsealed or high-risk roads.
CCV-06	Seatbelts worn by everyone, in vehicles with a high safety rating	Mitigating	C1, C2	Use at every site where the threat or consequence is present.
CCV-07	Emergency communication and kit carried on remote trips	Mitigating	C4	Use where your people travel on remote roads. Check-in and overdue response for remote work is in the remote or isolated work pack.

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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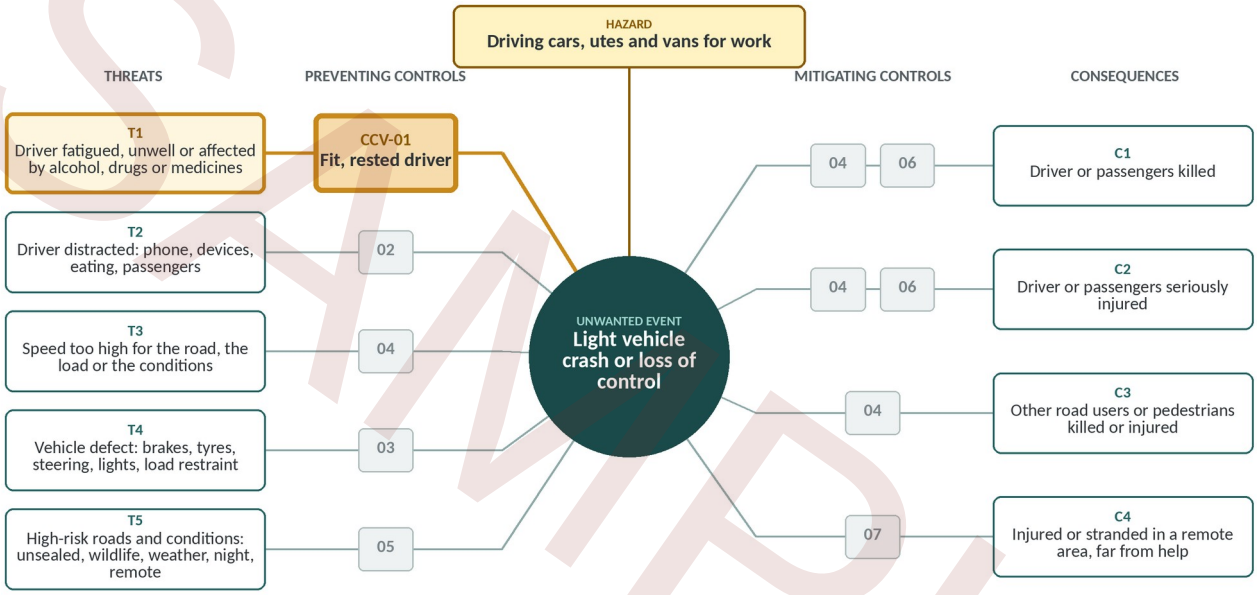
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CCV-01 Drivers fit to drive, within fatigue limits

Critical Control Verification · Preventing control · Light vehicle operation

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 line T1. 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	Drivers fit to drive, within fatigue limits
Type	Preventing: it stops the unwanted event happening.
It sits on	Threat T1: Driver fatigued, unwell or affected by alcohol, drugs or medicines
Hierarchy of control	Administrative
Objective	Make sure people drive for work only when they are fit to: rested, within **[Driving hours limit]**, not affected by alcohol, drugs or medicines, and with rosters and trips planned so fatigue is not built in.
Why it is critical	Fatigue slows reactions and causes micro-sleeps; a driver who nods off at 100 km/h travels nearly 30 metres a second with no one in control. Long shifts followed by long drives are a common pattern in fatal work crashes.

3 Performance requirements

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

No.	The control must meet this requirement
R1	Driving is planned within **[Driving hours limit]**, with breaks at least as often as that limit sets.
R2	Rosters do not put long drives after long shifts or night shifts; an overnight stay or a second driver is arranged instead.
R3	Drivers do not drive affected by alcohol, drugs or medicines, and tell their supervisor if they are unfit.
R4	Drivers may stop or refuse a trip when they are too tired, and are backed when they do.

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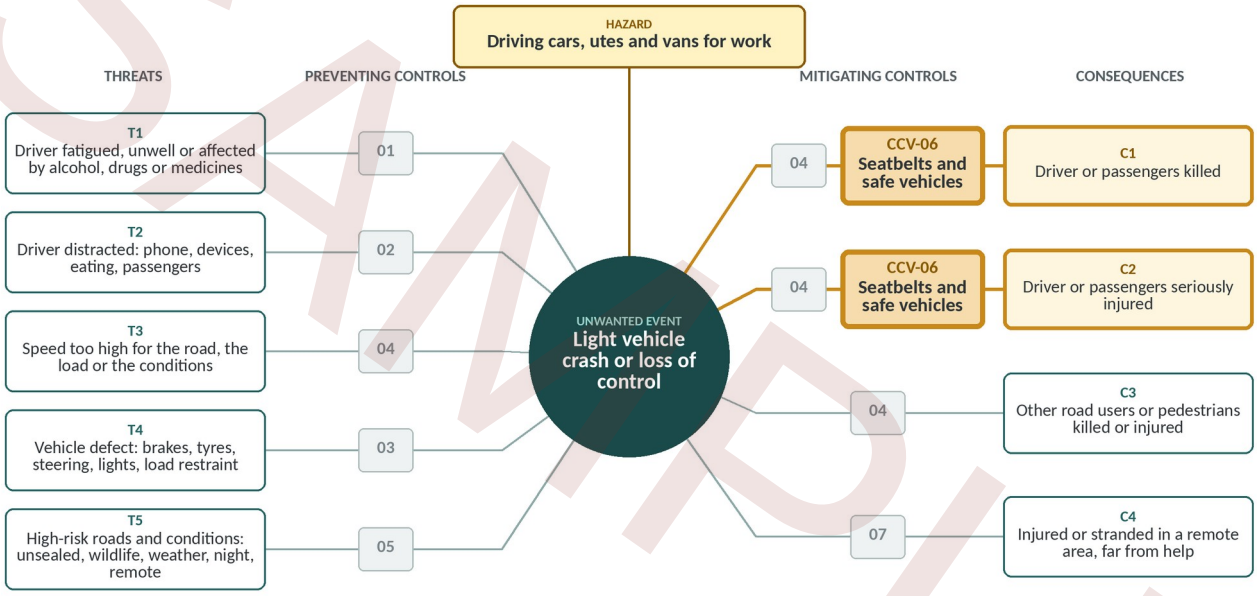
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CCV-06 Seatbelts worn by everyone, in vehicles with a high safety rating

Critical Control Verification · Mitigating control · Light vehicle operation

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-06, on consequence lines C1 and C2. 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	Seatbelts worn by everyone, in vehicles with a high safety rating
Type	Mitigating: it limits the harm once the unwanted event has happened.
It sits on	Consequence C1: Driver or passengers killed; consequence C2: Driver or passengers seriously injured
Hierarchy of control	Engineering and Administrative
Objective	If a crash happens, limit the harm to the people inside: every occupant wears a seatbelt on every trip, and the business chooses vehicles with a high crash safety rating, with airbags and stability control working.
Why it is critical	Unrestrained occupants are far more likely to be killed in a crash, including by being thrown from the vehicle. Vehicles with high crash ratings protect occupants much better in the same crash.

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 occupant wears a seatbelt on every trip, including short trips and on site roads.
R2	Work vehicles are chosen with the highest crash safety rating available for the type of vehicle needed.

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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 light vehicle operation: one for each of the 7 critical controls that stop a light vehicle crash or loss of control, 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 (4 preventing, 1 preventing and mitigating, 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 Fit, rested driver (preventing); CCV-02 No phone while driving (preventing); CCV-03 Roadworthy vehicle (preventing); CCV-04 Safe speed (preventing and mitigating); CCV-05 High-risk trips planned (preventing); CCV-06 Seatbelts and safe vehicles (mitigating); CCV-07 Remote emergency kit (mitigating)**
  03_CCV_FORMS/CCV-01 to CCV-07
- **The full bowtie for light vehicle operation on one page: every threat, consequence and critical control**
  02_BOWTIE/Light Vehicle Operation 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)
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