WHS DOCUMENTS & TEMPLATES

DOC-MAC-CCV · Entanglement with Moving Machinery Critical Control Verification Pack

Product Overview

For: Businesses that run machinery: WHS advisers, production and maintenance managers, supervisors and control owners

Version 1.0 · 15 November 2026

SAMPLE

Field-ready Critical Control Verification forms for entanglement with moving machinery: one for each of the 6 critical controls that stop a person caught, drawn in or cut by moving machine parts, or limit the harm when it happens, with the bowtie, a verification schedule and a short guide.

Most workplaces have controls for entanglement with moving machinery: fixed guards, interlocked gates, light curtains, lockout, emergency stops and dress rules. 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 6 critical controls (4 preventing, 2 mitigating) for the unwanted event: person caught, drawn in or cut by moving machine parts. 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

Entanglement with Moving Machinery 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: Machinery with moving parts: shafts, rollers, belts, gears and blades. Unwanted event: Person caught, drawn in or cut by moving machine parts. Fixed and portable machinery with moving parts: conveyors, presses, mixers, augers, lathes, drills, saws, rollers, packing and processing lines, power take-offs and workshop machines, in operation, cleaning, clearing and maintenance.

CCV	Critical control	Type	Sits on	At your site
CCV-01	Fixed guards in place, secure and suited to the machine	Preventing	T1, T5	Use at every site where the threat or consequence is present.
CCV-02	Interlocked guards and presence-sensing devices working	Preventing	T3, T5	Use at every site where the threat or consequence is present.
CCV-03	Machine isolated before cleaning, clearing or maintenance	Preventing	T2	For plant with complex isolations, use the hazardous energy isolation forms as well.
CCV-04	Emergency stops reachable and working	Mitigating	C2, C3	Use at every site where the threat or consequence is present.
CCV-05	Loose clothing, hair, gloves and jewellery kept away from rotating parts	Preventing	T4	Use where people work close to rotating parts. In fully guarded lines, verify through CCV-01 and CCV-02.
CCV-06	Release of a trapped person and emergency first aid	Mitigating	C1, C3	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.

Before you verify: adapt the pack

Step	What to do
1	Check the bowtie against your site: the threats, the consequences and the critical controls. Change it where it does not match, and keep the forms in step with it.

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YOUR LOGO
Right-click > Change Picture

[Company name]

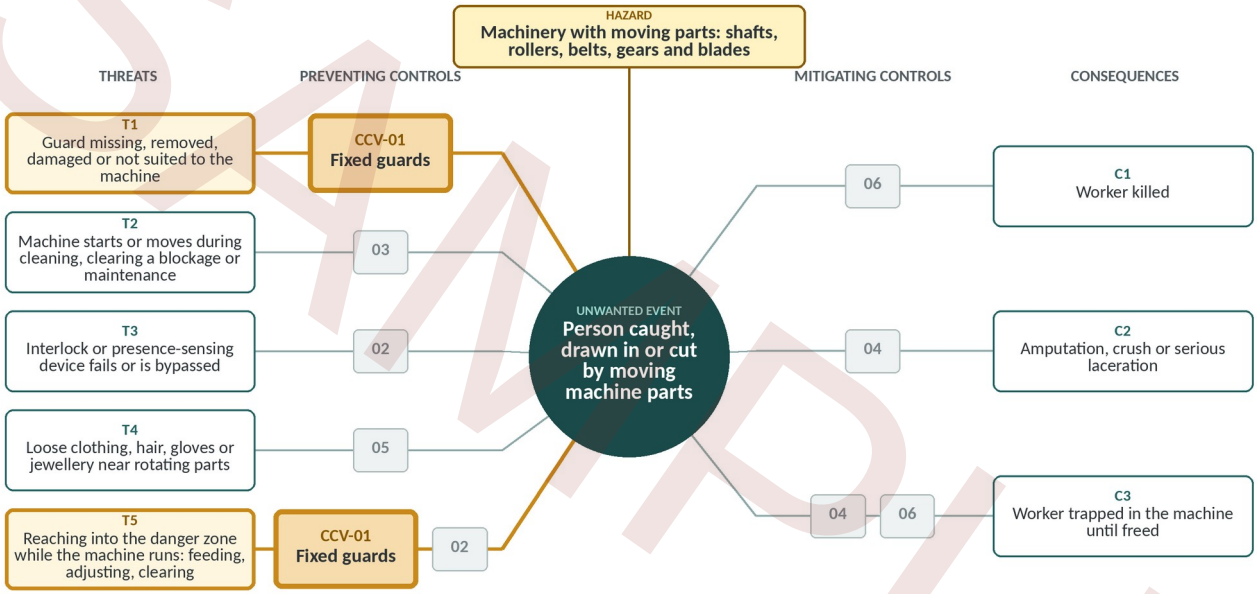
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CCV-01 Fixed guards in place, secure and suited to the machine

Critical Control Verification · Preventing control · Entanglement with moving machinery

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 T5. 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	Fixed guards in place, secure and suited to the machine
Type	Preventing: it stops the unwanted event happening.
It sits on	Threat T1: Guard missing, removed, damaged or not suited to the machine; threat T5: Reaching into the danger zone while the machine runs: feeding, adjusting, clearing
Hierarchy of control	Engineering
Objective	Stop any part of a person reaching moving parts with fixed guards that enclose the danger zone, need a tool to remove, and are designed so people cannot reach over, under, around or through them.
Why it is critical	A rotating shaft, an in-running nip or a blade can take a hand or an arm in a fraction of a second, faster than anyone can react. A fixed guard works every time without anyone doing anything, as long as it is there.

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 danger zone on the machine that people do not need to access in normal operation is enclosed by a fixed guard.

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YOUR LOGO
Right-click > Change Picture

[Company name]

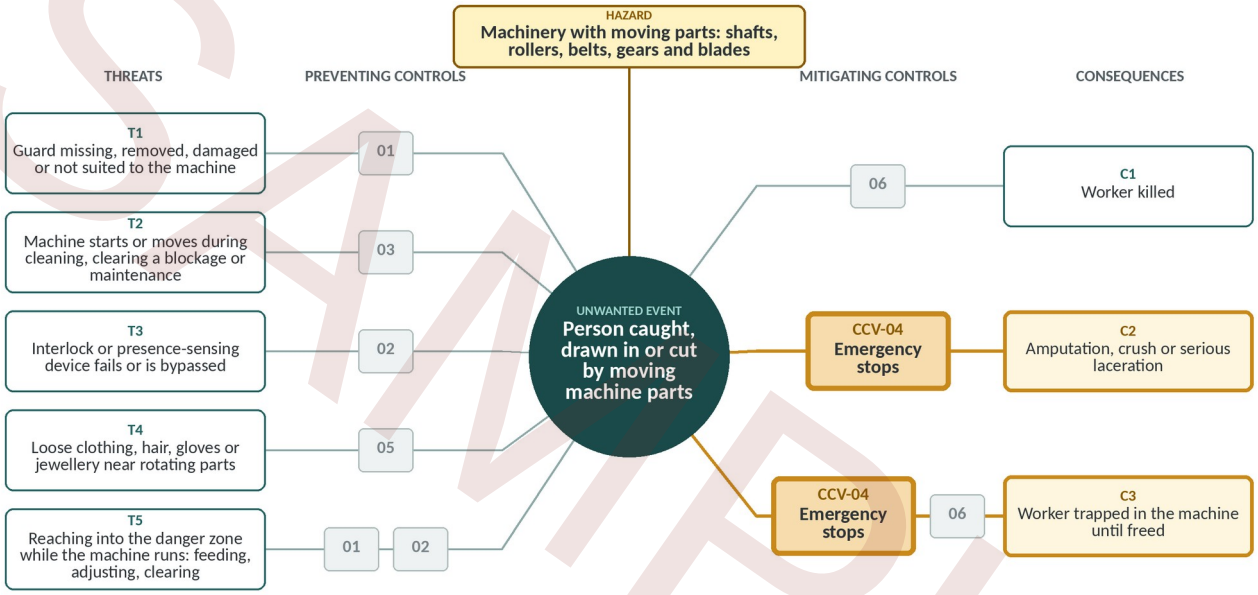
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CCV-04 Emergency stops reachable and working

Critical Control Verification · Mitigating control · Entanglement with moving machinery

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-04, on consequence lines C2 and C3. 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	Emergency stops reachable and working
Type	Mitigating: it limits the harm once the unwanted event has happened.
It sits on	Consequence C2: Amputation, crush or serious laceration; consequence C3: Worker trapped in the machine until freed
Hierarchy of control	Engineering
Objective	If a person is caught, stop the machine at once, with emergency stops within reach of the operator and anyone who could be caught, including pull cords along conveyors, that stop hazardous motion and stay latched.
Why it is critical	An emergency stop does not prevent entanglement, but it can stop the machine before an arm is drawn further in. Every second counts. An emergency stop out of reach, or one that does not work, adds to the injury.

3 Performance requirements

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

No.	The control must meet this requirement
R1	Emergency stops are within reach of the operator and of anyone who could be caught, including along conveyors.
R2	Each emergency stop stops hazardous motion quickly and latches until it is deliberately reset.
R3	Resetting the emergency stop does not restart the machine on its own.

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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 entanglement with moving machinery: one for each of the 6 critical controls that stop a person caught, drawn in or cut by moving machine parts, or limit the harm when it happens, with the bowtie, a verification schedule and a short guide.

What the full product contains

- **6 Critical Control Verification forms, one per critical control (4 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 Fixed guards (preventing); CCV-02 Interlocks working (preventing); CCV-03 Isolated before access (preventing); CCV-04 Emergency stops (mitigating); CCV-05 No loose items near rotation (preventing); CCV-06 Release and first aid (mitigating)**
  03_CCV_FORMS/CCV-01 to CCV-06
- **The full bowtie for entanglement with moving machinery on one page: every threat, consequence and critical control**
  02_BOWTIE/Entanglement with Moving Machinery 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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