WHS DOCUMENTS & TEMPLATES

DOC-MSC-VOC · Mobile Scaffold VOC Assessment Template

Product Overview

For: Businesses whose workers assemble, move and use mobile scaffolds: owners, supervisors, WHS advisers and workplace assessors

Version 1.0 · 9 November 2026

SAMPLE

An editable verification of competency (VOC) for workers who assemble, move and use mobile scaffolds.

Mobile scaffolds tip when they are built too tall for their base, moved with people on them, or used with castors unlocked, and people fall when guardrails are left off. A training card does not show that a worker builds and uses your scaffold system 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 scope (including the licence limit), 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.

Erecting, altering or dismantling a scaffold from which a person or thing could fall more than 4 metres is scaffolding work: it needs a scaffolding high risk work licence (basic scaffolding, class SB, or higher) under the WHS Regulations or, in Victoria, the OHS Regulations. Below that height no licence is needed, but the person must be trained, competent and follow the manufacturer's instructions. Using a scaffold that has been erected and handed over needs no licence. Confirm with your regulator for your scaffolds and work. A VOC supports the business's own check that a worker can do the work safely at its site. It does not replace a high risk work licence, 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/Mobile Scaffold VOC Assessment Tool.docx and .pdf
Knowledge questions, candidate version	02_VOC_ASSESSMENT/Mobile Scaffold VOC Knowledge Questions (Candidate).docx and .pdf
Marking guide with model answers, assessor version	02_VOC_ASSESSMENT/Mobile Scaffold VOC Marking Guide (Assessor).docx and .pdf
Excel VOC register: who is verified, on what, and when they are due	02_VOC_ASSESSMENT/Mobile Scaffold VOC Register.xlsx
Start here: Read Me First, Product Overview, Permitted Use Terms, Version Information	01_START_HERE/ (four PDFs)

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Mobile Scaffold VOC Assessment Tool

Verification of competency for one worker, on one mobile scaffold system, at [Site name]

Purpose	To check, and record, that a worker can assemble (within any licence limits), move, check and use a mobile scaffold safely, at your site, following the manufacturer's instructions.
When to use it	Before a worker does this work unsupervised; when they use a new scaffold system 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), 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

Erecting, altering or dismantling a scaffold from which a person or thing could fall more than 4 metres is scaffolding work: it needs a scaffolding high risk work licence (basic scaffolding, class SB, or higher) under the WHS Regulations or, in Victoria, the OHS Regulations. Below that height no licence is needed, but the person must be trained, competent and follow the manufacturer's instructions. Using a scaffold that has been erected and handed over needs no licence. Confirm with your regulator for your scaffolds and work. A VOC supports the business's own check that a worker can do the work safely at its site. It does not replace a high risk work licence, and it is not a nationally recognised qualification.

Part A Candidate details

Name		**Position or role**	
Employer (if a contractor or labour hire)		**Employee or worker ID**	
Scaffolding licence class (only if assembly above 4 metres is in scope): number and expiry		**Mobile scaffold training (course and date)**	
Experience with this scaffold system		**Last VOC or training (date)**	

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Part B Assessor details

Name		**Position or role**	
Experience in this work (mobile scaffold)		**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 scaffold system, heights and tasks ticked and written here. Assembly where a person or thing could fall more than 4 metres is in scope only for a licensed scaffolder.

Task (tick each task assessed)	Scaffold and conditions (tick each one in scope)
☐ Assemble, alter and dismantle (no more than 4 metres fall height) ☐ Assemble, alter and dismantle (above 4 metres: licensed scaffolder only) ☐ Move the scaffold ☐ Pre-use check and handover ☐ Use the scaffold ☐ Other: _____	☐ Aluminium mobile tower ☐ Single-width tower ☐ Double-width tower ☐ Outriggers or stabilisers ☐ Indoor, level floor ☐ Outdoor or uneven ground ☐ Overhead hazards or powerlines nearby ☐ Other: _____

Scaffold make and system		**Scaffold ID**	
Maximum platform height for this work		**Height-to-base limit from the manufacturer**	
Site		**Work area**	
Ground or floor conditions		**Overhead hazards**	

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Mobile Scaffold VOC Knowledge Questions (Candidate)

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

Name		Date	
Scaffold system		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 scaffolding licence to assemble a mobile scaffold? ★ critical

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

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Mobile Scaffold VOC Assessment Template

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 assemble, move and use mobile scaffolds.

What the full product contains

- **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**
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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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