WHS DOCUMENTS & TEMPLATES

DOC-OXY-VOC · Oxy-acetylene Cutting and Gas Cylinders VOC Assessment Template

Product Overview

For: Businesses whose workers cut, heat or braze with oxy-acetylene, or move, store and connect gas cylinders: owners, supervisors, WHS advisers and workplace assessors

Version 1.0 · 9 November 2026

SAMPLE

An editable verification of competency (VOC) for workers who cut, heat or braze with oxy-acetylene and handle gas cylinders: check, and record, that a worker can do the work safely at your site.

Oxy-acetylene equipment causes flashbacks, cylinder fires and explosions, oxygen-fed clothing fires and hot work fires. A course certificate does not show that a worker fits and checks flashback arrestors, leak tests properly and handles cylinders safely 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, 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 is needed for oxy-acetylene cutting or handling gas cylinders under the WHS Regulations or, in Victoria, the OHS Regulations. The business must still make sure each worker is trained, competent and supervised for the work. Installing or altering gas pipework, manifolds and fixed gas systems is gas fitting, which is licensed work in every state. Cutting outside a dedicated area is hot work: follow your hot work permit system. A VOC is the business's own check that a worker can do the work safely at its site: it is not a 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/Oxy-acetylene VOC Assessment Tool.docx and .pdf
Knowledge questions, candidate version	02_VOC_ASSESSMENT/Oxy-acetylene VOC Knowledge Questions (Candidate).docx and .pdf
Marking guide with model answers, assessor version	02_VOC_ASSESSMENT/Oxy-acetylene VOC Marking Guide (Assessor).docx and .pdf
Excel VOC register: who is verified, on what, and when they are due	02_VOC_ASSESSMENT/Oxy-acetylene VOC Register.xlsx
Start here: Read Me First, Product Overview, Permitted Use Terms, Version Information	01_START_HERE/ (four PDFs)

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Oxy-acetylene VOC Assessment Tool

Verification of competency for one worker, on the oxy-acetylene equipment and tasks in scope, at [Site name]

Purpose	To check, and record, that a worker can use 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, training and the VOC

No high risk work licence is needed for oxy-acetylene cutting or handling gas cylinders under the WHS Regulations or, in Victoria, the OHS Regulations. The business must still make sure each worker is trained, competent and supervised for the work. Installing or altering gas pipework, manifolds and fixed gas systems is gas fitting, which is licensed work in every state. Cutting outside a dedicated area is hot work: follow your hot work permit system. A VOC is the business's own check that a worker can do the work safely at its site: it is not a licence 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**	
Training or units of competency held (where required)		**Training completed (course and date)**	
Experience with this oxy-acetylene equipment		**Last VOC or training (date)**	

Part B Assessor details

Name		**Position or role**	
Experience in this work (oxy-acetylene 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 tasks ticked and written here. It does not cover gas fitting: installing or altering gas pipework, manifolds or fixed systems.

Tasks (tick each task assessed)	Equipment and conditions (tick each one in scope)
☐ Cutting ☐ Heating ☐ Brazing ☐ Moving, storing and connecting cylinders ☐ Other: _____	☐ Portable oxy-acetylene set (trolley) ☐ Oxygen and LPG set ☐ Work in a dedicated area ☐ Work outside a dedicated area (hot work permit) ☐ Cylinder store ☐ Other: _____

Set make and model		**Equipment ID**	
Flashback arrestor type and test date		**Cylinder store location**	
Site		**Work area**	
Materials cut or heated		**Combustibles nearby**	

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Oxy-acetylene VOC Knowledge Questions (Candidate)

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

Name		**Date**	
Equipment		**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. What do flashback arrestors do, and where are they fitted? ★ critical

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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 workers who cut, heat or braze with oxy-acetylene and handle gas cylinders: check, and record, that a worker can do the work safely at your site.

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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