WHS DOCUMENTS & TEMPLATES

DOC-PPT-VOC · Portable Power Tools VOC Assessment Template

Product Overview

For: Businesses whose workers use portable power tools such as drills, saws, nail guns and battery tools: owners, supervisors, WHS advisers and workplace assessors

Version 1.0 · 9 November 2026

SAMPLE

An editable verification of competency (VOC) for portable power tool users: check, and record, that a worker can do the work safely at your site.

Portable power tools cause electric shocks from damaged leads, cuts from saws with pinned-back guards, and nail gun injuries. A verification of competency is how a business checks a worker inspects, connects and uses power tools safely at its site, 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 using portable power tools 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. Electrical repairs to tools and leads are electrical work for a licensed electrician, and inspection and testing must be done by a competent person. 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/Power Tools VOC Assessment Tool.docx and .pdf
Knowledge questions, candidate version	02_VOC_ASSESSMENT/Power Tools VOC Knowledge Questions (Candidate).docx and .pdf
Marking guide with model answers, assessor version	02_VOC_ASSESSMENT/Power Tools VOC Marking Guide (Assessor).docx and .pdf
Excel VOC register: who is verified, on what, and when they are due	02_VOC_ASSESSMENT/Power Tools VOC Register.xlsx
Start here: Read Me First, Product Overview, Permitted Use Terms, Version Information	01_START_HERE/ (four PDFs)

Who it is for

- Any business whose workers use portable power tools such as drills, saws, nail guns and battery tools

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[Company name]

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Power Tools VOC Assessment Tool

Verification of competency for one worker, on the portable power tools 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

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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 these portable power tools		**Last VOC or training (date)**	

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Part B Assessor details

Name		**Position or role**	
Experience in this work (portable power tools)		**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 tools and tasks ticked and written here.

Tools (tick each one assessed)	Conditions (tick each one in scope)
☐ Drill or driver	☐ Mains-powered tools with leads
☐ Circular saw	☐ Work outdoors or in wet areas
☐ Jigsaw or reciprocating saw	☐ Work at height
☐ Nail gun (framing or finishing)	☐ Work near hidden services (in walls, floors, ceilings)
☐ Battery tools	☐ Workshop or bench work
☐ Other: _____	☐ Other: _____

Tools and models		**Equipment IDs**	
Power supply and RCD arrangement		**Test tag system**	
Site		**Work areas**	
Materials worked		**People nearby**	

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Power Tools VOC Knowledge Questions (Candidate)

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

Name		Date	
Tools		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. How do you know a mains-powered tool is safe to use? ★ critical

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 portable power tool users: 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

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