WHS DOCUMENTS & TEMPLATES

DOC-TYR-VOC · Tyre Changing and Inflation VOC Assessment Template

Product Overview

For: Businesses whose workers remove, fit, repair and inflate tyres on single-piece wheels: owners, supervisors, WHS advisers and workplace assessors

Version 1.0 · 9 November 2026

SAMPLE

An editable verification of competency (VOC) for tyre fitters: check, and record, that a fitter can do the work safely at your site.

A tyre or rim that fails during inflation can explode with enough force to kill, and damaged or multi-piece rims add to that risk. A verification of competency is how a business checks a fitter inspects rims, deflates fully, inflates in a cage or by remote inflation and keeps the zone clear 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 tyre changing and inflation 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. Multi-piece and split rims, and large earthmoving tyres, are specialist work for people trained and competent in it, and this VOC does not cover them. 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/Tyre Changing and Inflation VOC Assessment Tool.docx and .pdf
Knowledge questions, candidate version	02_VOC_ASSESSMENT/Tyre Changing and Inflation VOC Knowledge Questions (Candidate).docx and .pdf
Marking guide with model answers, assessor version	02_VOC_ASSESSMENT/Tyre Changing and Inflation VOC Marking Guide (Assessor).docx and .pdf
Excel VOC register: who is verified, on what, and when they are due	02_VOC_ASSESSMENT/Tyre Changing and Inflation 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 remove, fit, repair and inflate tyres on single-piece wheels

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[Company name]

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Tyre Changing and Inflation VOC Assessment Tool

Verification of competency for one tyre fitter, on the wheels, tyres and equipment 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 tyre changing and inflation 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. Multi-piece and split rims, and large earthmoving tyres, are specialist work for people trained and competent in it, and this VOC does not cover them. 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.

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 tyre changing and inflation equipment		**Last VOC or training (date)**	

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Part B Assessor details

Name		**Position or role**	
Experience in this work (tyre changing and inflation 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 single-piece wheels and the equipment and tasks ticked and written here. Multi-piece and split rims are specialist work and are not covered.

Wheels (tick each one assessed)	Equipment and tasks (tick each one in scope)
☐ Passenger and light vehicle wheels	☐ Tyre changing machine
☐ Light truck wheels	☐ Inflation cage
☐ Truck and bus single-piece wheels	☐ Remote inflation (clip-on chuck, in-line gauge)
☐ Trailer and equipment wheels	☐ Rim and wheel inspection
☐ Other: _____	☐ Removing and refitting wheels on the vehicle
	☐ Other: _____

Tyre changer make and model		**Equipment IDs**	
Inflation cage or remote inflation used		**Wheel and tyre types**	
Site		**Tyre bay**	
Air supply pressure		**Lifting and support equipment**	

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Tyre Changing and Inflation VOC Knowledge Questions (Candidate)

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

Name		**Date**	
Wheels and tyres		**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 must a tyre be inflated after fitting, and why? ★ 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 tyre fitters: check, and record, that a fitter can do the work safely at your site.

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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  01_START_HERE/ (four PDFs)

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

https://training.oranaskillscentre.com/documents/tyre-changing-and-inflation-voc-assessment-template

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