WHS DOCUMENTS & TEMPLATES

DOC-WLD-VOC · Welding VOC Assessment Template

Product Overview

For: Businesses whose workers weld with arc (stick), MIG or TIG processes: owners, supervisors, WHS advisers and workplace assessors

Version 1.0 · 9 November 2026

An editable verification of competency (VOC) for welders using arc, MIG and TIG processes: check, and record, that a welder can do the work safely at your site.

Welders are harmed by fume, electric shock, arc flash and burns, and welding starts fires. A trade certificate shows a person can make a weld. It does not show they extract the fume, set up the earth, screen others and follow the permit system 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 welding 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. Trade qualifications or welding certification may be required by your business or for particular work, and gas fitting is licensed work in every state. Welding outside a dedicated welding 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/Welding VOC Assessment Tool.docx and .pdf
Knowledge questions, candidate version	02_VOC_ASSESSMENT/Welding VOC Knowledge Questions (Candidate).docx and .pdf
Marking guide with model answers, assessor version	02_VOC_ASSESSMENT/Welding VOC Marking Guide (Assessor).docx and .pdf
Excel VOC register: who is verified, on what, and when they are due	02_VOC_ASSESSMENT/Welding VOC Register.xlsx
Start here: Read Me First, Product Overview, Permitted Use Terms, Version Information	01_START_HERE/ (four PDFs)

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Welding VOC Assessment Tool

Verification of competency for one welder, on the processes 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 this welding equipment		**Last VOC or training (date)**	

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Part B Assessor details

Name		**Position or role**	
Experience in this work (welding 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 processes, equipment and work areas ticked and written here. It checks safe welding practice, not weld quality.

Process (tick each process assessed)	Work area and conditions (tick each one in scope)
☐ Manual metal arc (stick) ☐ MIG (gas metal arc) ☐ TIG (gas tungsten arc) ☐ Flux-cored arc ☐ Other: _____	☐ Dedicated welding bay or workshop ☐ Outside a welding area (hot work permit) ☐ Confined or poorly ventilated area (with the extra controls set) ☐ Galvanised, coated or stainless material ☐ Work at height ☐ Other: _____

Welding machine make and model		**Equipment ID**	
Shielding gas and cylinder set-up		**Fume extraction type**	
Site		**Work area**	
Materials welded		**Screens and people nearby**	

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Welding VOC Knowledge Questions (Candidate)

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

Name		Date	
Process		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 hot work permit to weld? ★ critical

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

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Welding 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 welders using arc, MIG and TIG processes: check, and record, that a welder 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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