



Fact Sheet: Verification of Competency – Mobile Plant

This Fact Sheet has been developed to provide information regarding the standards and expectations of the Office of the Federal Safety Commissioner (OFSC) in relation to competency requirements for the operation of mobile plant.

Verification of Competency (VoC) is defined within the OFSC Evidence Guide as 'a method of documented evaluation of the skill level of a person against defined competency standards in order to evaluate the person's ability to carry out the relevant activity or works.'

OFSC Audit Criterion H16.8 specifically requires a system to be in place to define the competency requirements for the operation of mobile plant, which may be a combination of licences, formal training through an RTO and/or a VoC process.

The following sections outline acceptable evidence in meeting this requirement, as well as clarifying what is not required, in addressing competency for mobile plant operators. Importantly, if a company has a system that requires additional verification of competency beyond OFSC requirements, it is expected that the company's defined requirements are followed, and these will be subject to review at OFSC audits.

Competency Requirements for Mobile Plant Operators

Required/acceptable evidence:

- High-Risk Work Licence issued by a State or Territory under the National Certification System as per the legislation; **or**
- where a High-Risk Work Licence is not required by legislation:
 - Licence or Certificate of Competency issued under previous State or Territory legislation for which there is no longer a

High Risk Work Licence required e.g. load-shifting equipment; **or**

- Statement of Attainment or Certificate issued by a Registered Training Organisation (RTO) for the successful completion of the appropriate unit of competency in the Nationally Recognised Training (NRT) package; **or**
- evidence of formal VoC assessment against defined competency standards, which should:
 - be completed, or confirmed as having been completed, by the accredited company to an acceptable level;
 - include a detailed and documented assessment standard;
 - be completed by a person (or persons) who meets the minimum competency as an assessor for the item of plant; and
 - be evidenced by a signed, completed VoC assessment.

What is the minimum acceptable level for a formal VoC assessment that is not undertaken by an RTO?

A structured template / questionnaire / checklist that is either aligned to the Nationally Recognised Training Package, or similar structured questionnaire tailored to the safe operation of the item of mobile plant, e.g. hazards / risks and controls, operator manual requirements, emergency situations and response, etc.

What is the minimum acceptable level of competence for the person (or persons) conducting the formal VoC, when it is not done by an RTO?

A VoC should be performed by someone who:

- is competent as an assessor, i.e. who holds the TAEASS402 Assess competence unit of competence (or superseded equivalent or higher, e.g. a Diploma of Vocational Education and Training, and
- holds the necessary competence for the item of plant, i.e. someone who holds the licence or certificate of competence as an operator relevant to the type of plant; or
- a team of persons that collectively meet the criteria above.

What is NOT acceptable evidence:

- A letter signed by an employer or supervisor claiming that the worker is competent will not, on its own, be accepted as evidence of competence.
- An assessment carried out by someone who has no demonstrable competence as an assessor, and/or has no experience / subject matter expertise in the operation of the item of mobile plant and is therefore not able to reach an informed conclusion about the competence of the individual to safely operate the item of plant for which they are being assessed.

What is NOT required:

- A further VoC assessment in addition to evidence of a High Risk Work Licence, RTO issued Certificate of Competency, or other accepted processes in section 1.1 of this Fact Sheet; or
- Refresher training unless required by the legislation or RTO, or deemed necessary by the company.

Note: While these elements are not specifically required by the OFSC Audit Criteria, this does not limit a company using one or all of these aspects in their processes to manage competency on an ongoing basis.

For further information:

- Visit the FSC website at www.fsc.gov.au
- Contact the FSC Assist Line on **1800 652 500**
- Contact the OFSC via email at ofsc@jobs.gov.au

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