Task Two: Practical Activity and Verification

VERIFIER:

Requirements:

- The verifier must hold the relevant unit standard(s) (**US25043**) or have *equivalent* knowledge and experience.
- The verifier must hold US4098 or have sufficient industry expertise and competency to make valid assessment decisions.

Role:

The verifier is responsible for making valid and evidence-based assessment decisions. By signing this document, the verifier confirms that the learner has demonstrated competence in accordance with workplace requirements. The verifier must only sign off tasks they have personally observed and must ensure all judgements are accurate, fair, and able to withstand NZQA moderation or audit.

Instructions:

- Observe the learner carrying out a **complete lockout and reinstatement process**.
- Tick each judgement when the learner meets workplace requirements.
- Use the comments section to record:
    - What was observed
    - Any errors or unsafe actions
    - Level of independence (prompted or unprompted)
- All activities must follow:
    - Workplace procedures
    - Manufacturer's instructions
- After assessment fill out the Verifier Details and Declaration section

LEARNER:

Instructions for the Learner
For this practical assessment, you are required to:

- Carry out a **lockout of machinery or equipment** that you would typically isolate in your workplace
- Use the **lockout/tagout (LOTO) equipment and procedures** that apply in your workplace

This task must reflect **normal workplace practice** and be completed under typical working conditions.

Assessment Requirements
To achieve this task, you must:

- Identify the correct **lockout procedure** for the machinery, in accordance with your workplace requirements
- Apply the correct **lockout procedure** to safely isolate the machinery
- Ensure that:
    - Lockout and/or tagout devices are **removed correctly**
    - Devices are **stored or managed appropriately** following completion
- Complete all required documentation using the **workplace isolation certificate or equivalent**

All tasks must be carried out in accordance with the Health and Safety at Work Act 2015, its regulations and any subsequent amendments and replacements. When assessment and training is contextualised for a specific industry, any industry specific legislation, codes of practice, guidelines and standards must be incorporated.

Before you start:
You must have successfully completed the required theory component and demonstrated sufficient knowledge of lockout/tagout procedures before attempting this practical assessment.

Learner name	

Practical Task: Isolate (Lock-Out Tag-Out) and Reinstate Machinery in the Workplace

The verifier must observe the candidate completing the task and complete the observation assessment table below

Evidence	Judgement	VERIFIER USE ONLY
Lock-Out procedure for the machinery is identified.	Correct Lock-Out procedure for the machinery is identified according to the workplace requirements.	☐
Machinery is isolated using a Lock-Out procedure.	Correct Lock-Out procedure is used to isolate machinery according to the workplace requirements	☐
Lock-Out devices and/or Tag-Out devices are removed and stored.	Lock-Out devices and/or Tag-Out devices are removed and stored according to the workplace requirements.	☐
Documentation is completed.	Isolation certificate is completed according to the workplace requirements. Documentation	☐
Assessor to provide comments on candidate's overall performance:		

Isolations Permit

Certificate number:	ISO:		Work Permit Number	WP:	

Description of equipment to be isolated:

Important Notice: The Permit Issuer is responsible for ensuring that all relevant sections of the Isolation Certificate are completed before authorising the Permit.

Source of Energy:	Electricity	☐	Chemical	☐	Thermal	☐	Other	☐	Other ☐
	Mechanical	☐	Pneumatic	☐	Hydraulic	☐	List:		List:
Isolation Equipment:	Multi-hasp	☐	Tag	☐	Cable lock	☐	Other	☐	Other ☐
	Padlock	☐	Lockbox	☐	Wedge/chock	☐	List:		List:

Isolations

Step no.	Isolation point (name)	Lock no.	Tag no.	Applied by (name)	Checked by (name)	Date	Removed by (name)	Date

Verifier Details and Declaration

Full name:	
Job Title / Role	
Organisation	

Explain how you meet the requirements to act as a verifier for this assessment (tick and complete as appropriate):	☐ ☐ ☐	I hold the relevant unit standard(s) I hold an equivalent qualification I have industry experience relevant to this task

Details (must be completed):
Provide a brief summary of your qualifications, training, or industry experience that demonstrates your competency to verify this assessment.

I confirm that:

- I meet the competency requirements to act as a verifier for this assessment
- I have personally observed the learner completing the practical task
- The learner's performance has been assessed against **workplace requirements and relevant unit standard outcomes**
- The judgement made is **accurate, evidence-based, and can withstand moderation or audit**
- All assessment activities were conducted in accordance with **health and safety requirements**

I understand that by signing this document, I am accepting responsibility for the validity of this assessment decision.

Verifier signature:	