DD Month 20XX

**Name goes here**

Construction Manager

Western Program Alliance

Level 5, 1 McNab Avenue,

City State 0000

Australia

To whom it may concern,

<<Contractor Name>> wishes to utilise <<Person being VOC’d>> to operate the following plant and equipment on site, in line with Western Program Alliance VOC procedure (Doc# 020-Z5nn-2792):

|  |  |
| --- | --- |
| Type / Make | Model |
| Excavator / Caterpillar | 325L |
| Roller / Bomag | 1234 |
|  |  |
|  |  |
|  |  |

(delete whichever is not applicable) We have had <<Person being VOC’d>> VOC’d using an RTO to ensure to be competent in the operation of the above make/s and model/s of plant / equipment:

I <<Name>> having a minimum of 5 years’ experience in similar plant and equipment have assessed <<Person being VOC’d>> to be competent in the operation of the above make/s and model/s of plant / equipment:

<<Provide a description of the length of time the person being VOC’d has been with the company>>

<<Provide details on the length of time the person being VOC’d has been operating the above equipment>>

Yours sincerely,

**Name goes here**

Construction Manager

<<Supplier Name Here>>