



## Application for the Issue of a Certificate of Competence (COC)

{Under Sections 18 to 24 of the Health & Safety in Employment  
(Mining Administration) Regulations 1996}

### Step 1 Employer's Details

Name of Employer		
Employer Street Address		Note that the certificate will be sent by courier to this site address. Please do not specify a PO Box unless you can receive packages in it.
Work Phone	Work Fax	

### Step 2 Applicant's Details

First Name	Middle Name	Last Name
Your Home Address		Date of Birth ____/____/19____
Home Phone	Mobile	Email Address
Certificate applied for		
Sign here		Date

#### Unit standard Training for this COC

The specific unit standards required are outlined in this document available from EXITO: 'QFW167 - Extractive CoC Unit Requirements Gazette 1 October 2008.

#### First Aid Certificate

A copy of a current first aid certificate must accompany applications for Underground Coal COCs.

These are valid for two years only; refresher training must be undertaken to keep it current.

It is strongly encouraged that a current first aid cert is held by all applicants as best practice for their site, especially when dealing with explosives.

### Step 3 Statement of Work History

Please refer to the end document for information on the qualifications and experience required: 'Gazette notice of COC work experience requirements as at 1 October 08'.

Please outline your work history relevant to the COC you are applying for:

Name of Employer	Name & Locality of Mines, Quarries, Tunnel, Coal Mines	Period of Employment From To	Role or Nature of Employment	Contact Details Phone/Email
<b>Current / Most Recent Employer:</b>				
Work Carried Out				
<b>Previous Employers:</b>				
Work Carried Out				
Work Carried Out				
Work Carried Out				

Continue on separate page if necessary. The above must be confirmed by a Referee (see pg 3).

## Step 4 Referee – Verification of Work History

### Notes to the COC Applicant:

The following must be completed by a person who can verify that the information you have given on page 2 is correct. This would normally be the Manager responsible for ensuring the statutory regulations of your site are adhered to, or a Site Inspector.

### Referee to fill in:

Name of Referee: \_\_\_\_\_

Position: \_\_\_\_\_

Company: \_\_\_\_\_

Referee Contact Details: Work Tel: \_\_\_\_\_ Mobile: \_\_\_\_\_

### Referee Statement:

I am acting as a referee for: \_\_\_\_\_

I have known this person for: \_\_\_ years \_\_\_ months

My relation to this person is: \_\_\_\_\_

### Please initial below to verify your statement Initial

I attest that the information on page 2 is correct

I believe that they are a fit and proper person to hold this Certificate

I am authorised by the company to make such a statement

I understand that I will be contacted by EXITO for verbal confirmation of this

Referees Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Countersigned by site inspector where candidate and authorised company person are the same person*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Step 5 Fees

Certificate	Total with Frame
<b>Underground</b>	
First-class mine manager	\$35.00
First-class coal mine manager	\$35.00
Coal mine underviewer	\$35.00
Coal mine deputy	\$25.00
A-grade tunnel manager	\$35.00
B-grade tunnel manager	\$25.00
Mine surveyor	\$35.00
Gas tester	\$25.00
Winding engine driver	\$25.00
<b>Surface</b>	
A-grade opencast coal mine manager	\$35.00
B-grade opencast coal mine manager	\$25.00
A-grade quarry manager	\$35.00
B-grade quarry manager	\$25.00
Fees include framing and are G.S.T. inclusive. EXITO will invoice the company directly for this fee unless a cheque is received (cheques to be made out to EXITO).	

## Checklist

Please tick that you have completed the following:

### Unit Standards

I have completed the required Unit Standards

### Your Details

I have completed all the details on page 1

I have completed the 'Evidence of Experience' (page 2)

### Referee Details

My 'Evidence of Experience' has been verified by a Referee (pg 3)

### First Aid Certificate

I have enclosed a copy of my current first aid certificate

### Gas Tester COC

I have enclosed a copy of my current Gas Tester COC (underground coal)

### Fees

I have enclosed a cheque for the fee OR

I have given a company Purchase Order No. (PO): \_\_\_\_\_

## Return / Questions

Please return this completed form (pages 1-4 only) and attachments to:  
 EXITO For any queries please Heather Pain  
 contact:

P O Box 2623  
 Christchurch

Telephone: 03 964 4711  
 Email:  
 heather@exito.org.nz

**Notice of the requirements of holders of  
Certificates of Competence under the Health  
and Safety in Employment (Mining  
Administration) Regulations 1996**

Pursuant to Regulation 20 of the Health and Safety in Employment (Mining Administration) Regulations 1996, I, Christopher Blake, Secretary of Labour, hereby give notice of the qualifications and experience required to hold a certificate of competence listed in Regulation 16 of the Health and Safety in Employment (Mining Administration) Regulations 1996.

***Interpretation***

In this notice reference to:

**the secretary** means the Secretary of Labour

**the regulations** means the Health and Safety in Employment (Mining Administration) Regulations 1996

**unit standard** means a unit standard registered on the National Qualifications Framework established under section 253(1)(c) of the Education Act 1989.

***Commencement and revocation***

- (1) This notice has effect from 1 October 2008.
- (2) The notice published in the *New Zealand Gazette*, 27 January 2005, No. 30, page 723, relating to certificates of competence under the regulations is revoked as from 1 October 2008.

***Certificate of competence as a first-class mine manager***

- (1) The holder of a certificate of competence as a first-class mine manager must have the qualifications and experience set out in paragraph (2) and one of paragraphs (3), (4), or (5), as applicable.
- (2) The holder must have passed:
  - (a) the unit standards set out in Group A and Group 10 of the Appendix; and
  - (b) if the holder works in an operation where explosives are used, the unit standards set out in Group 13 of the Appendix.
- (3) If the holder has held a certificate of competence as a first-class coal mine manager under the Coal Mines Act

1979 or regulations made under the Health and Safety in Employment Act 1992, the holder must satisfy the secretary that he or she has been employed in the underground workings of a mine or of an approved tunnel for a period or periods totalling not less than 1 year, of which not more than 6 months was in an approved tunnel.

- (4) If the holder has a degree in Mineral Technology (Mining) conferred by the University of Otago or holds a degree or diploma in mining engineering conferred by any other university or school of mines, the holder must satisfy the secretary that:
  - (a) he or she has been employed in the underground workings of a mine or approved tunnel for not less than 3 years (including any periods served in the course of study); and
  - (b) at least 1 year of the employment described in subparagraph (a) was at the face of a mine or approved tunnel; and
  - (c) no more than 6 months of the work experience referred to in subparagraph (b) was in an approved tunnel.
- (5) In cases to which paragraphs (3) or (4) do not apply, the holder must satisfy the secretary that he or she has not less than 3 years' work experience at the face of a mine or approved tunnel, of which not more than 6 months was in an approved tunnel.
- (6) In paragraphs (3) to (5), "approved tunnel" means a tunnel whose workings are, in the opinion of the secretary, similar to the workings of a mine.

***Certificate of competence as a first-class coal mine manager***

- (1) The holder of a certificate of competence as a first-class coal mine manager must have the qualifications and experience set out in paragraphs (2) and (6), and one of paragraphs (3), (4), or (5), as applicable.
- (2) The holder must have passed:
  - (a) the unit standards set out in Groups B and D and in Groups 3, 4, 5 and 6 of the Appendix; and
  - (b) if the holder works in an operation where explosives are used, the unit standards set out in Group 13 of the Appendix.

- (3) If the holder has held a certificate of competence as a first-class mine manager under the Mining Act 1971 or regulations made under the Health and Safety in Employment Act 1992, he or she must satisfy the secretary that he or she has been employed in the underground workings of a coal mine or of an approved tunnel, for a period or periods totalling not less than 1 year, of which not more than 6 months was in an approved tunnel.
- (4) If the holder has a degree in Mineral Technology (Mining) conferred by the University of Otago, or is the holder of a degree or diploma in mining engineering conferred by any other university or school of mines, he or she must satisfy the secretary that:
- (a) he or she has been employed in the underground workings of a coal mine or of an approved tunnel, for a period or periods totalling not less than 3 years (including any periods served in the course of study); and
  - (b) at least 1 year of the work experience referred to in subparagraph (a) was at the face of a coal mine, or approved tunnel; and
  - (c) no more than 6 months of the work experience referred to in subparagraph (b) was in an approved tunnel.
- (5) In cases to which paragraph (3) or (4) does not apply, the holder must satisfy the secretary that:
- (a) he or she has been employed in the underground workings of a coal mine or of an approved tunnel for a period or periods totalling not less than 5 years; and
  - (b) at least 1 year of the work experience described in subparagraph (a) was at the face of a coal mine or approved tunnel; and
  - (c) no more than 6 months of the work experience described in subparagraph (b) was in an approved tunnel.
- (6) Every holder of a certificate of competence as a first-class coal mine manager must hold a current certificate of competence as a gas tester issued under the regulations.
- (7) In paragraphs (3) to (5), "approved tunnel" means a tunnel whose workings

are, in the opinion of the secretary, similar to the workings of a coal mine.

***Certificate of competence as an A-grade opencast coal mine manager***

- (1) The holder of a certificate of competence as an A-grade opencast mine manager must have the qualifications and experience set out in paragraphs (2) and (3).
- (2) The holder must have passed:
  - (a) the unit standards set out in Groups 1 and 2 of the Appendix; and
  - (b) if the holder works in an operation where explosives are used, the unit standards set out in Group 13 of the Appendix.
- (3) The holder must satisfy the secretary that –
  - (a) he or she has had, in the aggregate, at least 2 years' work experience in the workings of an opencast coal mine; or
  - (b) he or she has had, in the aggregate, at least 12 months' work experience in the workings of an opencast coal mine, and at least two years' work experience in the underground workings of a mine, coal mine, or tunnel; or
  - (c) he or she:
    - (i) is currently the holder of a certificate of competence as a first-class mine manager; and
    - (ii) has had at least 12 months' work experience in an opencast coal mine.

***Certificate of competence as a B-grade opencast coal mine manager***

- (1) The holder of a certificate of competence as a B-grade opencast coal mine manager must have the qualifications and experience set out in paragraphs (2) and (3).
- (2) The holder must have passed:
  - (a) the unit standards set out in Group 1 of the Appendix; and
  - (b) if the holder works in an operation where explosives are used, the unit standards set out in Group 13 of the Appendix.
- (3) The holder must satisfy the secretary that –

- (a) he or she has had, in the aggregate, at least 2 years' work experience in the workings of an opencast coal mine; or
- (b) he or she has had, in the aggregate, at least 12 months' work experience in the workings of an opencast coal mine, and at least 2 years' work experience in the underground workings of a mine, coal mine, or tunnel; or
- (c) he or she:
  - (i) is currently the holder of a certificate of competence as a first-class mine manager; and
  - (ii) has had at least 12 months' work experience in an opencast coal mine.

***Certificate of competence as an A-grade quarry manager***

- (1) The holder of a certificate of competence as an A-Grade quarry manager must have the qualifications and experience set out in paragraphs (2) and (3).
- (2) The holder must have passed:
  - (a) the unit standards set out in Groups 1 and 2 of the Appendix; and
  - (b) if the holder works in an operation where explosives are used, the unit standards set out in Group 13 of the Appendix.
- (3) The holder must satisfy the secretary that –
  - (a) he or she has had, in the aggregate, at least 2 years' work experience in the workings of an opencast mine or quarry; or
  - (b) he or she has had, in the aggregate, at least 12 months' work experience in the workings of an opencast mine or quarry, and at least 2 years' work experience in the underground workings of a mine, coal mine, or tunnel; or
  - (d) he or she:
    - (i) is currently the holder of a certificate of competence as a first-class mine manager; and
    - (ii) has had at least 12 months' work experience in an opencast mine or quarry.

***Certificate of competence as a B-grade quarry manager***

- (1) The holder of a certificate of competence as a B-grade quarry manager must have the qualifications and experience set out in paragraphs (2) and (3).
- (2) The holder must have passed:
  - (a) the unit standards set out in Group 1 of the Appendix; and
  - (b) if the holder works in an operation where explosives are used, the unit standards set out in Group 13 of the Appendix.
- (3) The holder must satisfy the secretary that –
  - (a) he or she has had, in the aggregate, at least 2 years' work experience in the workings of an opencast mine or quarry; or
  - (b) he or she has had, in the aggregate, at least 12 months' work experience in the workings of an opencast mine or quarry and at least 2 years' work experience in the underground workings of a mine, coal mine, or tunnel; or
  - (c) he or she:
    - (i) is currently the holder of a certificate of competence as a first-class mine manager; and
    - (ii) has had at least 12 months' work experience in an opencast mine or quarry.

***Certificate of competence A-grade tunnel manager***

- (1) The holder of a certificate of competence as an A-grade tunnel manager must have the qualifications and experience set out in paragraphs (2) and (3).
- (2) The holder must have passed:
  - (a) the unit standards set out in Group C and in Groups 7, 8 and 9 of the Appendix; and
  - (b) if the holder works in an operation where explosives are used, the unit standards set out in Group 13 of the Appendix.
- (3) The holder must satisfy the secretary that –
  - (a) he or she has had, in the aggregate, at least 2 years' work experience in the workings of a tunnel; or

- (b) he or she has had, in the aggregate, at least 12 months' work experience in the workings of a tunnel, and at least 2 years' work experience in the underground workings of a mine or coal mine; or
- (c) he or she:
  - (i) is currently the holder of a certificate of competence as a first-class mine manager; and
  - (ii) has had at least 12 months' work experience in a tunnel.

***Certificate of competence as a B-grade tunnel manager***

- (1) The holder of a certificate of competence as a B-grade tunnel manager must have the qualifications and experience set out in paragraphs (2) and (3).
- (2) The holder must have passed:
  - (a) the unit standards set out in Group C and in Group 7 of the Appendix; and
  - (b) if the holder works in an operation where explosives are used, the unit standards set out in Group 13 of the Appendix.
- (3) The holder must satisfy the secretary that:
  - (a) he or she has had, in the aggregate, at least 2 years' work experience in the workings of a tunnel; or
  - (b) he or she has had, in the aggregate, at least 12 months' work experience in the workings of a tunnel, and at least 2 years' work experience in the underground workings of a mine or coal mine; or
  - (c) he or she:
    - (i) is the holder of a certificate of competence as a first-class mine manager; and
    - (ii) has had at least 12 months' work experience in a tunnel.

***Certificate of competence as a coal mine deputy***

- (1) The holder of a certificate of competence as a coal mine deputy must have the qualifications and experience set out in paragraphs (2), (5) and (6), and one of paragraphs (3) or (4), as applicable.

- (2) The holder must have passed:
  - (a) the unit standards set out in Group D and in Groups 3 and 4 of the Appendix; and
  - (b) if the holder works in an operation where explosives are used, the unit standards set out in Group 13 of the Appendix.
- (3) The holder must satisfy the secretary that he or she has had at least 1 year's work experience actively engaged in the winning of coal and support of the face openings, if the holder is the holder of a certificate of competence as a first-class mine manager or a certificate of competence as an A-grade tunnel manager.
- (4) In cases where paragraph (3) does not apply, the holder must satisfy the secretary that he or she has had at least 5 years' work experience in the underground workings of a coal mine or of a metalliferous mine or in tunnel construction, including:
  - (a) 2 years' work experience actively engaged in the winning of coal and support of the face openings; and
  - (b) 1 year's work experience in some or all of the shift work referred to in paragraph (7).
- (5) The holder must hold a first-aid certificate that:
  - (a) shows that he or she is qualified to give first-aid to persons requiring it; and
  - (b) has been obtained by the holder within the 5 years immediately preceding the date of application for the coal mine deputy's certificate.
- (6) The holder must hold a current certificate of competence as a gas tester issued under the regulations.
- (7) The shift work to which paragraph (4)(b) applies is:
  - (a) preparing for and installing either mechanical or hydraulic transport of coal;
  - (b) building permanent or temporary stoppings;
  - (c) ventilation and erection of brattice;
  - (d) erection of either steel or timber sets;
  - (e) erection of other types of roof supports.

***Certificate of competence as a coal mine underviewer***

- (1) The holder of a certificate of competence as a coal mine underviewer must have the qualifications and experience set out in paragraphs (2), (5) and (6), and one of paragraphs (3) or (4), as applicable.
- (2) The holder must have passed:
  - (a) the unit standards set out in Group D and in Groups 3, 4 and 5 of the Appendix; and
  - (b) if the holder works in an operation where explosives are used, the unit standards set out in Group 13 of the Appendix.
- (3) The holder must satisfy the secretary that he or she has had at least 1 year's work experience actively engaged in the winning of coal and support of the face openings, if the holder is the holder of a certificate of competence as a first-class mine manager or a certificate of competence as an A-grade tunnel manager.
- (4) In cases where paragraph (3) does not apply, the holder must satisfy the secretary that he or she has had at least 5 years' work experience in the underground workings of a coal mine or of a metalliferous mine or in tunnel construction, including:
  - (a) 2 years' work experience actively engaged in the winning of coal and support of the face openings; and
  - (b) 1 year's work experience in some or all of the shift work referred to in paragraph (7).
- (5) The holder must hold a first-aid certificate that:
  - (a) shows that he or she is qualified to give first-aid to persons requiring it; and
  - (b) has been obtained by the applicant within the 5 years immediately preceding the date of application for the certificate of competence as a coal mine underviewer.
- (6) The holder must hold a current certificate of competence as a gas tester issued under the regulations.
- (7) The shift work to which paragraph (4)(b) applies is:
  - (a) preparing for and installing either mechanical or hydraulic transport of coal:

- (b) building permanent or temporary stoppings;
- (c) ventilation and erection of brattice;
- (d) erection of either steel or timber sets;
- (e) erection of other types of roof supports.

***Certificate of competence as a gas tester***

- (1) The holder of a certificate of competence as a gas tester must have passed the unit standards set out in Group 12 of the Appendix.
- (2) The holder of a certificate of competence as a gas tester must satisfy the secretary that:
  - (a) he or she is the holder of a current first aid certificate; and
  - (b) he or she has had at least 3 months' work experience in testing for gas.

***Certificate of competence as a mine surveyor***

- (1) The holder of a certificate of competence as a mine surveyor must have been trained to the satisfaction of the secretary as a mine surveyor by:
  - (a) a person who is a registered surveyor under the Surveyors Act 1966; or
  - (c) a person who has a certificate of competency as a mine surveyor.
- (2) Periodic reports on training to which paragraph (1) applies must have been supplied to the secretary.
- (3) The holder of a certificate of competence as a mine surveyor must have had at least 3 years' practical experience in surveying including:
  - (a) 6 months' work experience in opencast and topographical surveying; and
  - (b) 6 months' work experience in engineering surveying; and
  - (c) 6 months' work experience underground in the surveying of mines, and
  - (d) 3 months' work experience in boundary definition work comprising field and office work.

***Certificate of competence as a winding engine driver***

- (1) The holder a certificate of competence as a winding engine driver must have passed the unit standards set out in Group 11 of the Appendix.
- (2) The applicant for a certificate of competence as a winding engine driver must demonstrate to the satisfaction of the secretary that:
  - (a) he or she has the ability to operate a winder and respond to standard industry signals; and
  - (b) he or she has knowledge of, and the appropriate skill to respond to, emergency procedures.

***Recognition of Overseas Certificates or Work Experience***

- (1) The secretary may grant any of the certificates of competence listed in regulation 16 of the regulations, other than a certificate of competence as a gas tester or a certificate of competence as a winding engine driver, without assessment to any person, if the secretary is satisfied that:
  - (a) the applicant is to reside in New Zealand, either permanently or temporarily; and
  - (b) the applicant is the holder of:
    - (i) a certificate of a corresponding class granted outside New Zealand, if the standard of training and assessment required for the grant of the overseas certificate is equivalent to that required for the grant of a certificate under regulations made under the Health and Safety in Employment Act 1992; or
    - (ii) credentials that clearly demonstrate his or her mining experience outside New Zealand and his or her ability to carry out the duties of the position to which the certificate pertains; and
  - (c) the applicant has provided a letter from their present employer, or immediate previous employer if not currently employed, that they are of good character and repute; and
  - (d) the applicant is able to speak, write and understand the English

language to a standard sufficient for the purpose of carrying out the duties to which the certificate of competence relates.

***Further Information***

Information regarding this notice can be obtained from the Group Manager: Workplace Services, P.O. Box 3705, Wellington. Dated at Wellington this 10th day of August 2008.