

## Renewal Policy

All renewals are issued in with accordance Section 25, 26 & 27 of the Health & Safety in Employment (Mining Administration) Regulations 1996.

**Note:** where an application for the renewal of a Certificate of Competence is made **prior** to the expiry date the holder has the right to have that Certificate renewed.  
If the application is received **after** the expiry date the holder may need to undertake additional training to meet the current Gazette requirements.

## Step 1 Employer's Details

Name of Employer	
Employer Postal Address	
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 (copy enclosed)		
Reason for Replacement	Renewal <input type="checkbox"/>	Replacement <input type="checkbox"/>
Sign here	Date ____/____/20____	

## Step 3 Referee – Verification of Work History

### Notes to the COC Applicant:

The following must be completed by a person who can verify the following information for you. **This person 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 (Please initial below to verify your statement):

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

I attest that the person named above:

has been working in the operational extractive industry environment as a major part of his/her work for at least one year in the past 5 years

has not had the Certificate revoked

is up to date with the operational requirements of his/her current site.

I am authorised by the company to make such a statement.

**Initial**


<b>Referees Signature:</b>		<b>Date:</b>	
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*To be countersigned by site inspector when the candidate and the authorised company person are the same person.*

<i>Signature:</i>		<i>Date:</i>	
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## Information for Underground Coal Renewals

Applications for the following renewals must include current evidence as indicated:

Underground Certificate Type	First Aid Certificate	Gas Tester Certificate of Competence
Gas Tester	<input checked="" type="checkbox"/>	
Coal Mine Deputy	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Coal Mine Underviewer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
1 <sup>st</sup> Class Coal Mine Manager	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

*Note: A First aid Certificate is only current for two years, a Gas Tester COC for 3 years.*

## Step 4 Payment

The form is to be accompanied by the required fee shown below. These are in accordance with the fees set out in Schedule 1 of the HSE (Mining Administration) Regulations 1996.

EXITO will invoice the company directly for this fee unless a cheque is received. Please write your cheque out to EXITO. All fees are G.S.T. inclusive.

Certificate	Renewal or Replacement
<b>Underground</b>	
First-class mine manager	\$15.00
First-class coal mine manager	\$15.00
Coal mine underviewer	\$15.00
Coal mine deputy	\$10.00
A-grade tunnel manager	\$15.00
B-grade tunnel manager	\$10.00
Mine surveyor	\$15.00
Gas tester	\$10.00
Winding Engine Driver	\$10.00
<b>Surface</b>	
A-grade opencast coal mine manager	\$15.00
B-grade opencast coal mine manager	\$10.00
A-grade quarry manager	\$15.00
B-grade quarry manager	\$10.00

## Returns/Questions

Please return this completed form (pages 1-2 only) and attachments to:	EXITO P O Box 2623 Christchurch 8140
For any queries please contact	Heather Pain Telephone: 03 964 4711 Email: heather@exito.org.nz