



**Certificate of Competence**  
**RENEWAL / REPLACEMENT Form**

{Under Section 25, 26 & 27 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 (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, for the immediate past eighteen months:

been working in the operational extractive industry environment as a  **Initial**  
major part of his/her work

not had that Certificate revoked, and

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

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

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

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

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

## Things to note

### Renewal Policy

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 this does not occur the holder may need to undertake additional training to meet the current requirements at that time.

## Underground Coal Certificates

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

	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 Fees

The form is to be accompanied by the required fee as set out in the Schedule of Fees attached to the HSE (Mining Administration) Regulations 1996 (shown in Table 1).

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
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.	

## Return / Questions

Please return this completed form (pages 1-4 only) and attachments to:

EXITO

P O Box 2623  
Christchurch

For any queries please  
contact:

Heather Pain

Telephone: 03 964 4711  
Email:  
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