



Resources Safety & Health  
Queensland

**2023/24**

## Application for Queensland Deputy's Certificate of Competency for Underground Coal Mines

The Secretary  
Board of Examiners  
Resources Safety & Health Queensland  
GPO Box 1321  
BRISBANE QLD 4001

T: (07) 3199 8037  
E: BOESecretary@rshq.qld.gov.au  
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### Privacy Disclaimer

Resources Safety & Health Queensland is collecting the information on this form on behalf of the Board of Examiners (the Board) to assess your application for a Deputy's Certificate of Competency. This information is authorised by the *Coal Mining Safety and Health Act 1999*. This information will only be accessed by authorised employees within Resources Safety & Health Queensland. Some information will be given to members of the Board for assessment purposes.

The Board is required by legislation to keep a register of certificates of competency granted by the Board, site senior executive notices issued by the Board and notices of registration given by the Board under the *Mutual Recognition Act 1992*. The Board may disclose information in the register, other than the contact details of an individual, to any person or agency. Further information on the privacy policy is available at <https://www.rshq.qld.gov.au/privacy>.

### INFORMATION FOR APPLICANT

**An application must not be lodged until the applicant is ready to sit the examination.**

**Applications must be submitted by mail. Emailed applications cannot be accepted.**

### Process Summary

**Note:** Applicants must carefully read the application requirements within this document.

1. The applicant lodges application and supporting documentation with the Secretary of the Board of Examiners (the Board). Please complete the information in legible writing. Complete the checklist in the application form to ensure that all necessary documentation is attached.
2. The applicant must complete the written and oral examinations within **5 years**. Failure to complete the process in this timeframe will result in the applicant having to lodge a fresh application, meeting the educational and practical work experience requirements at the time of reapplying.
3. The application is assessed by the Board. If accepted, permission to sit the written mining law examination is granted. The pass mark is 70% in each section<sup>1</sup>. The *Coal Mining Safety and Health Act 1999* and relevant Regulations can be found at [www.legislation.qld.gov.au](http://www.legislation.qld.gov.au).
4. The applicant will be contacted to confirm examination details. The applicant must present photographic identification to the examination invigilator to be allowed to sit the examination.
5. Examination papers are marked anonymously by a member of the Board.
6. If the applicant fails the written law examination, the applicant is advised of the result, and provided with feedback<sup>2</sup>.
7. If the applicant passes the written law examination, the applicant is advised and arrangements are made for the sitting of the oral examination. A pass result in the written examination is only valid for **3 years**. If the oral examination is not successfully completed before the expiry of this 3-year period, it will be necessary to re-sit the written examination before proceeding to the oral examination.
8. Before an oral examination can be arranged the applicant must provide a completed and signed oral examination endorsement form from the Site Senior Executive and the Underground Mine Manager (if the position is held by a different person).

9. **Important Note:** Conditions and timelines apply to candidates who are unsuccessful in examinations. Refer to the **Written and oral examination resit conditions and timelines** on the website at [www.business.qld.gov.au/industries/mining-energy-water/resources/safety-health/mining/competencies-certificates/coal](http://www.business.qld.gov.au/industries/mining-energy-water/resources/safety-health/mining/competencies-certificates/coal).
10. Oral examinations are normally scheduled for February, May, August and November.
11. After the oral examination, the examination panel makes a recommendation to the Board. The recommendation is reviewed by members of the Board at its next Board meeting. The Board makes a decision about the granting of a Certificate of Competency. Meetings are normally held quarterly, in March, June, September and December.
12. If approved, a Certificate of Competency is issued. Allow 8 weeks from the oral examination for this process to be completed.
13. If the Board does not approve the issue of a Certificate of Competency, the applicant is advised in writing and is provided with information about areas of weakness in the oral examination, relevant conditions, and timelines and how to apply to re-sit the examination.
14. Successful applicants should register their competency with the Queensland Practising Certificate Scheme at: <https://www.boepcs.qld.gov.au>

<sup>1</sup> The examination consists of Topic sections and covers both the Act and Regulations. To achieve a pass result the candidate must achieve at 70% in each section.

<sup>2</sup> Note: All reapplications are treated as a new application. Candidates who have failed 3 times or achieved less than 30% overall in the Board's examinations are asked to show cause why they should be permitted to sit again

#### **NOTE:**

Please take the time to download the current application form, read and address all the criteria.

Any of the following will immediately null and void any application, without notice:

- Applications that are not submitted on the current application form.
- Providing uncertified identification or qualification documents
- Applications submitted without the completed checklist page

Applicants who submit a second application that fails to meet all criteria as per the current application form, and any deficiencies advised, cannot submit a further application form for 12 months from the date of notification of decline.

<b>For Internal Use only:</b> Application for Deputy's Certificate of Competency for Underground Coal Mines	<b>APPLICANT FILE NO: BOE-DEP/     /</b>
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**Payment details**

**Deputy's Certificate of Competency for Underground Coal Mines**     BOE00002

Payment may be made by MasterCard or VISA.     Please **DO NOT SEND CASH.**

Card details are destroyed after payment is approved.

**Please ensure that this form is sent by mail.**

Acceptance of credit card details via facsimile or email is not accepted for the protection of customer's card data.

Card Number:		Expiry Date:	
<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/>	
Card Type: <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard		Amount:     \$28.20	
Cardholders Name:     .....		Cardholders Signature:	
Applicant's Name:     .....			
Address:     .....			
Phone Number:     .....		Signature Date:	
Email Address for Receipt:     .....		/     /	

**Prescribed fees are reviewed on 1 July each year.**  
**The above fee is applicable for all applications received from 1 July 2023 until 30 June 2024.**

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**Reapplication – Only complete this section when reapplying after failure of an examination.****Note:** If the 5-year application validity period has expired, a **FULL** new application and supporting documentation is required to be lodged.

Have you previously sat written or oral examinations for a Queensland Deputy’s Certificate of Competency for Underground Coal Mines?

- Reapplication for written examination      Date/s of previous exam/s .....
- Reapplication for oral examination      Date/s of previous exam/s .....

Reapplications after having failed an examination are treated in all respects as new applications, except that education and practical work history material supplied does not need to be resubmitted provided it is still current.

Reapplication require: Sections 1.1 and 1.2, 2 (if applicable), 6, 7, the Applicants Checklist, a document detailing the actions taken to rectify the identified deficiencies and the payment slip to be completed.

Note: Results from previous written examinations only remain current for **3 years** from the date of that exam.Note: The written and oral examination process must be successfully completed within **5 years**.Please refer to **Written and oral examination resit conditions and timelines @:**<https://www.business.qld.gov.au/industries/mining-energy-water/resources/safety-health/mining/competencies-certificates/coal>**Section 1: Personal details****1.1 Personal contact details**

Title	Date of Birth	Gender *	<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> Other _____
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 I wish to identify as Aboriginal Torres Strait Islander \*

First Name	Middle Name(s)	Surname
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Postal Address	Town
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State	Postcode
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Phone	Mobile
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Email
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**1.2 Work details**

Employer	Mine site
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Postal Address	Town
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State	Postcode
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Phone	Mobile
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Email
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I authorise the Board of Examiners to provide details relating to my application and examination to my employer.

- Yes       No

The Board of Examiners recognises and values workplace diversity. The data collected from these forms is used for the purpose of identifying areas for focus in workplace inclusivity. The sections denoted with a \* are for use only by the Secretariat. This data is not released to any external persons / agencies.

## Section 2: Written law examination session booking nomination

Nominate a session from the schedule posted on the Board's website.

<https://www.business.qld.gov.au/industries/mining-energy-water/resources/safety-health/mining/competencies-certificates/coal>

Examinations may not be offered in all venues every month. Places in some venues are limited.

Nominated session venue: .....

Nominated session date: .....

*Examinations can also be organised at other approved venues. Contact the Secretariat for further details.*

*For examinations at locations other than scheduled sessions.*

- download the **Written Mining Law Examination – Letter of Consent** form, found at:  
[https://www.rshq.qld.gov.au/\\_data/assets/pdf\\_file/0005/1488641/consent-info-rules-for-supervisors-and-candidates.pdf](https://www.rshq.qld.gov.au/_data/assets/pdf_file/0005/1488641/consent-info-rules-for-supervisors-and-candidates.pdf)
- complete the **Applicant to complete** section and include this document with your application.

## Section 3: Proof of identity

You need to provide photographic proof of identity by providing a **certified** copy of **one** of the following:

- Passport or
- Driver's Licence

## Section 4: Qualification requirements

### 4.1 Education

#### **RII40420 Release 2 - Certificate IV in Underground Coal Operations.**

Formerly RII40415

Attach **certified** copies of: the Certificate IV and the full list of units undertaken

**Note:** Where an applicant elects to use a higher-level qualification, it is their responsibility to provide evidence that their qualification is equivalent to the required Certificate IV. The Board may accept a statement from an Australian University or an Australian registered training organisation (RTO) that verifies the equivalency of the higher-level qualification.

**Applicants require a total of 14 units of competency comprising:**

**Ten (10)** core competencies plus

**Four (4)** elective units, of which –

- **One (1)** must be chosen from Group A
- **At least one (1)** must be chosen from Group B
- **No more than two (2)** may be chosen from Group C; and
- **No more than one (1)** may be chosen from elsewhere within this training package, or from another endorsed training course

**Plus** Additional units of competency set out in Section 4.2

<b>Ten (10) Core Competencies</b>		<b>Registered Training Provider</b>	<b>Date</b>
BSBMGT401	Show leadership in the workplace		
RIIERR402E	Apply and monitor underground coal mine emergency preparedness and response systems		
RIIMCU403E	Apply and monitor the gas management plan		
RIIMCU406E	Apply and monitor the intrush management plan		
RIIMCU407E	Apply and monitor the strata management plan		
RIIMCU408E	Apply the spontaneous combustion management plan		
RIIMEX406D	Apply and monitor mine transport systems and production equipment		
RIIRAI401D	Apply and monitor mine services and infrastructure systems		
RIIRIS402E	Carry out the risk management processes		
RIIUND401E	Apply and monitor the ventilation management plan		

<b>Group A Electives</b> <i>(1 from the list below)</i>		<b>Registered Training Provider</b>	<b>Date</b>
RIIBLA202F	Support underground shotfiring operations		
RIIBLA302E	Conduct shotfiring operations in underground coal mines		

<b>Group B Electives</b> <i>(at least 1 from the list below)</i>		<b>Registered Training Provider</b>	<b>Date</b>
RIIMCU303E	Conduct continuous miner operation		
RIIMCU304E	Conduct shuttle car operations		
RIIMCU305E	Conduct outburst mining operations		
RIIMCU306E	Conduct shearer operations		
RIIMCU307E	Conduct longwall face equipment operations		
RIIMCU401E	Conduct special roadway operations		
RIIMCU404E	Apply and monitor the gas drainage management plan		
RIIMCU405D	Apply and monitor the outburst management plan		
RIIMCU409	Apply and monitor polymeric chemical management plans		
RIIRAI507D	Implement the underground coal mine mechanical plant management plan		
RIIRAI510D	Implement, monitor rectify and report on interfaces between electrical and mechanical componentry		



<b>Group C Electives</b> <i>(no more than 2 from the list below)</i>		<b>Registered Training Provider</b>	<b>Date</b>
BSBCUS401	Coordinate implementation of customer service strategies		
BSBINN301	Promote innovation in a team environment		
BSBLED401	Develop teams and individuals		
BSBMGT402	Implement operational plan		
BSBMGT403	Implement continuous improvement		
BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements		
BSBWOR404	Develop work priorities		
RIICOM301E	Communicate information		
RIIERR403E	Lead rescue teams		
RIILAT402E	Provide leadership in the supervision of diverse work teams		
RIIRIS301E	Apply risk management processes		
RIIRIS403E	Manage and coordinate spill response		
RIIWHS301E	Conduct safety and health investigations		

#### 4.2 Mandatory units of competency

**Note:** A **certified** copy of each document must be provided.  
*These mandatory units can be used to meet the Group C Elective requirements*

Competency		Registered Training Provider	Date
RIICOM301E	Communicate information		
RIIWHS301E	Conduct safety and health investigations		

#### 4.3 QMRS Statutory Officials Emergency Response Course

Competency	Training Provider	Date
<input type="checkbox"/> Certificate of Attendance	Queensland Mines Rescue Service	

Accepted alternatives are:

- A statement of attendance – QMRS: Underground Coal Mine Emergency Response and Rescue Training **or**
- Certificate of Proficiency – QMRS: Mines Rescue Probationary Training **or**
- A statement of completion of the New South Wales Brigademan's Induction Course (Underground Mines Rescue and Response)

#### 4.4 Current Gas testing proficiency

Competency	Training Provider	Date
<input type="checkbox"/> Certificate of Proficiency in Mine Gases and Gas Testing	Queensland Mines Rescue Service	

#### 4.5 Current First Aid

Competency	Registered Training Provider	Issue Date
HLTAID009 Provide cardiopulmonary resuscitation <i>Must be current within 1 year of issue date</i>		
HLTAID011 Provide first aid <i>Must be current within 2 years of issue date</i>		

### Section 5: Resume

Attach a separate Curriculum Vitae (Resume) showing, in chronological order, where you have worked and what work you performed in each position. This requirement is in addition to the detailed **Work History** information required in Section 8.

**Note:** All attached documentation must be signed by a Justice of the Peace or a Commissioner for Declarations as being true copies of the originals. Do not send original documents. If you have changed your name or the details of your name are different on the documents provided, you must provide evidence of the name change from the relevant Registrar of Births, Deaths and Marriages.

It is the applicant's responsibility to:

- provide official translation of those documents that are in a language other than English;
- ensure documents with an expiry date are renewed prior to expiration; and
- maintain currency of documents with an expiry date, relative to this application.

## Section 6.1: Endorsement by Employer's Site Senior Executive and Underground Mine Manager (Written Examination)

Verification of an applicant's skills and preparedness for a Deputy Certificate of Competency for Underground Coal Mines and aptitude to undertake the written examination is required.

This can be provided by:

- the applicant's Site Senior Executive alone **PROVIDED** that person is also the Underground Mine Manager; **OR**
- the applicant's Site Senior Executive **AND** the applicant's Underground Mine Manager.

On the evidence as outlined in this application and from my knowledge of the applicant, I/we believe that (tick as appropriate):

- The applicant is adequately prepared to undertake the Board of Examiners' written examination for the Deputy's Certificate of Competency for Underground Coal Mines.
- The applicant's mining educational qualifications and work history meet the eligibility requirements of the Board.
- The applicant has demonstrated a high level of ability to supervise a workforce safely in the context of the underground mining environment and its hazards during the applicant's employment at my mine. *(Please provide a short statement on how the applicant has demonstrated this ability)*

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- The applicant's knowledge of the *Coal Mining Safety and Health Act 1999* and the *Coal Mining Safety and Health Regulation 2017* has been assessed by this company with a satisfactory outcome.

List the position held by the Applicant:

Name of Mining Operation:	Location of Mining Operation:
SSE Name (Print):	SSE Signature:
Date: / /	Phone:

Underground Mine Manager Name (If applicable):	Underground Mine Manager Name (If applicable):
Date: / /	Phone:

## Section 6.2: Endorsement by Employer’s Site Senior Executive and Underground Mine Manager (Oral Examination)

Verification of an applicant’s skills and preparedness for a Deputy Certificate of Competency for Underground Coal Mines and aptitude to undertake another oral examination is required.

This can be provided by:

- applicant’s Site Senior Executive alone **PROVIDED** the person is also the Underground Mine Manager;  
**OR**
- the applicant’s Site Senior Executive **AND** the applicant’s Underground Mine Manager.

### Tick the statements that apply to the candidate

(if applicable) The applicant was unsuccessful in their **first** oral examination, they have addressed the deficiencies set out in the Panel Chair’s Examination Report and I have attached a letter detailing how each of the deficiencies has been actioned.

(if applicable), The applicant returned a result **below 30%** or has been unsuccessful in **more than one** oral examination. They have addressed the deficiencies listed in the Panel Chair’s Examination Report by incorporating the feedback in a detailed study programme approved by the Board, of which I have been provided a copy. I confirm the following outcomes of this study program have been achieved:

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List the position held by the Applicant:

Name of Mining Operation:	Location of Mining Operation:
SSE Name (Print):	SSE Signature:
Date:        /        /	Phone:

Underground Mine Manager Name (If applicable):	Underground Mine Manager Name (If applicable):
Date:        /        /	Phone:

## Section 7: Statutory Declaration by Applicant

*Oaths Act 1867*  
Statutory Declaration

Queensland to wit

I,

(Name in full)

of

do solemnly and sincerely declare that the particulars contained in this application for a Deputy's Certificate of Competency for Underground Coal Mines are true and correct in every detail. And I make this solemn declaration conscientiously believing the same to be true, and by virtue of the provisions of the *Oaths Act 1867*.

Declared before me at

on

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Signature of applicant

Signature of Witness

Print full name and title of witness\*

### \* *Oaths Act 1867* Section 13: Who may witness declarations

(1) A person's declaration may be taken by—

(a) a justice, commissioner for declarations or notary public under the law of the State, the Commonwealth or another State;

or

(b) a lawyer; or

(c) a conveyancer, or another person authorised to administer an oath, under the law of the State, the Commonwealth or another State.

(2) This section applies to a declaration taken for Queensland law, whether it is taken inside or outside Queensland (including outside Australia).

### **WARNING:**

#### **Under the *Coal Mining Safety and Health Act 1999*: Section 195 Obtaining Certificates of Competency by fraud.**

(1) A person must not become, or attempt to become, the holder of a Certificate of Competency by giving false information to the Board of Examiners. (Maximum penalty – 400 penalty units)

(2) The Board of Examiners may cancel a Certificate of Competency by notice to the holder if the Board is satisfied that the holder obtained the Certificate of Competency by giving false information to the Board.

<b>APPLICANT'S FULL NAME:</b> .....	<b>FOR INTERNAL USE ONLY</b>  <b>FILE NO: BOE-DEP/ /</b>
<b>SECTION 8: DETAILS OF PRACTICAL UNDERGROUND COAL MINING EXPERIENCE</b>	

**Please read these instructions before completing the Work History table.**

**Download the table from:**

[www.business.qld.gov.au/industries/mining-energy-water/resources/safety-health/mining/competencies-certificates/coal](http://www.business.qld.gov.au/industries/mining-energy-water/resources/safety-health/mining/competencies-certificates/coal)

The Board of Examiners (the Board) requires minimum practical underground experience and a minimum requirement of involvement in face mining operations aligned with the Deputy's Certificate of Competency. In order for the Board to be assured you have work experience that is relevant to fulfil the requirements of the Deputy's role, you are required to provide evidence verified by the Underground Mine Manager who was appointed at the operation during the period against which you are claiming experience. The most important aspect of providing this verified evidence is to show your involvement in the application and monitoring of tasks by listing actual specific examples of what you have done, the equipment that you have used, the "date from" and "date to" on that type of work and the location in the mine in which you worked.

It is important that you demonstrate you have rounded experience covering a number of aspects of modern underground mining practices. It is your responsibility to identify gaps in your work history against the requirements set out by the Board and ensure that you understand any unfamiliar mining processes or systems before applying for examination. Where you are unable to meet the minimum practical experience to be demonstrated, (for example you may be employed at an operation without longwall or place change mining systems) you may make a submission in writing to the Board documenting what measures you have undertaken to gain exposure to these mining systems, and the controls for the management of the hazards associated with these mining systems. This may include documenting study tours or mine visits to other operations or a fixed period of secondment to an operation specifically for the purpose of familiarising yourself with a mining system. In these circumstances you should contact the Board for further guidance.

The tables below contain lists of tasks/actions you need to consider in your work summary.

Providing job titles alone is not acceptable evidence.

Additional sheets may be attached if required.

Information provided will be cross-checked and the provision of any fraudulent information may result in the application being rejected.

**Note:** The summary sheets require signature/verification of the tasks. If you are unable to obtain the relevant signatures or written verification for the work from previous employers, you may submit a statutory declaration explaining the circumstances and verifying that the information provided in your work summary is true and correct.

Minimum experience required to be demonstrated is at least **three (3) years** practical underground coal mining experience working in an underground coal mine of a standard acceptable to the Board. The three years can be claimed as calendar time provided the applicant works, at a minimum, an even time roster and gaps of greater than two (2) weeks during the period are not claimed.

Alternatively, an applicant may claim his or her work experience based on hours worked in a role. The Board considers a week of experience in a role the equivalent of a 5-day, 8-hour shift, 40-hour week roster. If an applicant works or has worked an uneven time roster, he/she may claim his/her experience based on the average weekly hours equivalent to the 40-hour week i.e. if the applicant has worked in a role on a roster which averages 50 hours/week over 20 weeks (1000 hours), he/she may claim 25 weeks experience (1000 hours/40 hours).

The experience should include:

- **Two (2) years** directly involved in the winning of coal during operations at the coal face.  
This should include:
  - A minimum of **6 months working** in a Gateroad development panel
  - A minimum of **6 months working** in a Mains development panel, or Bord and Pillar development panel
  - A minimum of **12 months working** in a Longwall extraction panel.
  
- **One (1) year** involved working in and about underground coal mining operations that support the winning of coal.  
It is recommended that this include:
  - Exposure to gas drainage operations
  - Exposure to secondary support operations
  - Exposure to mine transport and supply systems
  - Exposure to mine ventilation systems
  - Participation in an incident investigation
  - Participation in the firing of a shot in an underground coal mine
  - Exposure to control of the working environment including fitness for work, heat, dust, and coal mine gases
  - Participation in SOP and or PHMP development or review.

## APPLICANT'S CHECKLIST

1.	Application form completed neatly and in full	<input type="checkbox"/>
2.	Payment details completed or cheque/money order <b>attached</b>	<input type="checkbox"/>
3.	Preferred venue for exam identified (Section 2)	<input type="checkbox"/>
4.	Certified true copy of proof of identity <b>attached</b> (Section 3)	<input type="checkbox"/>
5.	Certified true copies of all educational qualifications <b>attached</b> (Sections 4.1 and 4.2)	<input type="checkbox"/>
6.	Certified true copy of evidence of completing the QMRS: Statutory Officials Response Course <b>attached</b> (Section 4.3)	<input type="checkbox"/>
7.	Certified true copy of Proficiency in Mine Gases and Gas Testing <b>attached</b> (Section 4.4)	<input type="checkbox"/>
8.	Certified true copy of current certificate for First Aid and CPR competencies <b>attached</b> (Section 4.5)	<input type="checkbox"/>
9.	Curriculum Vitae (Resume) <b>attached</b> (Section 5)	<input type="checkbox"/>
10.	Application form endorsed by Underground Mine Manager <b>and</b> Site Senior Executive (Section 6.1 or 6.2)	<input type="checkbox"/>
11.	Statutory Declaration signed <b>and</b> witnessed correctly (Section 7)	<input type="checkbox"/>
12.	Work experience completed and <b>attached</b> (Section 8)	<input type="checkbox"/>
13.	If applicable, submission in writing where candidate is unable to meet minimum practical experience <b>attached</b> . (Refer to full details set out on page 1 of the Work History template)	<input type="checkbox"/>
14.	For an examination reapplication, a separate letter from Site Senior Executive <b>attached</b>	<input type="checkbox"/>

**Ensure you submit this completed checklist with your application**

**All attached documentation must be signed by a Justice of the Peace or a Commissioner for Declarations as being true copies of the originals. Do not send original documents.**

If you have changed your name or the details of your name are different on the documents provided, you must provide evidence of the name change from the relevant Registrar of Births, Deaths and Marriages. It is the applicant's responsibility to:

- provide official translation of those documents that are in a language other than English.
- ensure documents with an expiry date are renewed prior to expiration; and
- maintain currency of documents with an expiry date, relative to this application.