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| **Applicant’s Full Name: ………………………………………………………………….** | **For Internal Use Only:**  **File No: BOE-2CC/ /** |
| **Section 8: Details of Practical Underground Coal Mining Experience** | |
| **Note:** This document forms part of the application form for a Second Class Mine Manager’s Certificate of Competency for Underground Coal Mines. | |

**Please read these instructions before completing the tables below.**

The Board of Examiners (the Board) require minimum practical underground experience and a minimum requirement of involvement in face mining operations aligned with the Second Class Mine Manager’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 Second Class Mine Manager’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 implementation, 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. This may include documenting scoping 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 **four (4) years** practical underground coal mining experience in an underground coal mine of a standard acceptable to the Board. The four 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 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.
* **One (1) year** involved in actively implementing the Safety and Health Management System.

It is recommended that this include:

* + Participation in incident investigations
  + Participation in sealing part of an underground coal mine including the review and analysis of gas samples
  + Participation in the firing of a shot in an underground coal mine
  + Participation in the utilisation of Polymeric chemicals for strata support
  + Participation in emergency response exercises or an IMT formed in response to a real event.
* **Two (2) years** in a Supervisory role that has control of activities in 1 or more explosion risk zones.

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| **1.1 Coal Mining** | | | | | | | |
| **Describe how you have implemented, applied and monitored the following:** | **Date**  **from** | **Date to** | **Roster type**  **e.g. 7on 7 off** | **Hours/shift e.g. 12 hours** | **Number of shifts completed** | **Details of experience (Include details of mine and employer)**  **Note: If experience has to be verified by more than one Underground Mine Manager, each much sign and provide contact details.** | **Name and signature of Underground Mine Manager verifying work history** |
| **Direct involvement in the winning of coal operations at the coal face. In this record document your involvement in the following systems as they apply to the specific mining process described.** | | | | | | | |
| A minimum of **6 months working** in a Gateroad development panel | **Insert date** | **Insert date** | **Roster** | **Hours/Shift** | **Shifts completed** | **Insert full details of work undertaken** |  |
| A minimum of **6 months working** in a Mains development panel, or Bord and Pillar development panel | **Insert date** | **Insert date** | **Roster** | **Hours/Shift** | **Shifts completed** | **Insert full details of work undertaken** |  |
| A minimum of **12 months working** in a Longwall extraction panel | **Insert date** | **Insert date** | **Roster** | **Hours/Shift** | **Shifts completed** | **Insert full details of work undertaken** |  |
| A minimum of **2 years** directly Supervising mining activities in one or more of the following:   * Bord and pillar * Place changing * Longwall * Punch mining * Tunnel access mining * Outburst, spon com * Gas drainage * Inrush | **Insert date** | **Insert date** | **Roster** | **Hours/Shift** | **Shifts completed** | **Insert full details of work undertaken** |  |

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| **1.2 Hazard Monitoring and Implementing the Safety and Health Management System** | | | | | | | |
| **Describe how you have implemented, applied and monitored the following:** | **Date**  **from** | **Date**  **to** | **Roster type**  **e.g. 7on 7 off** | **Hours/shift e.g. 12 hours** | **Number of shifts completed** | **Details of experience (Include details of mine and employer)**  **Note: If experience has to be verified by more than one Underground Mine Manager, each much sign and provide contact details.** | **Name and signature of Underground Mine Manager verifying work history** |
| **Direct involvement in the implementing, monitoring and the control of hazards as they pertain to the underground coal mining environment. Include Principal hazards and the application of the safety and health management system components as they pertain to the control of hazards.** | | | | | | | |
| **Ventilation Control**   * Basic ventilation systems * Longwall ventilation systems * Dealing with auxiliary fans underground | **Insert date** | **Insert date** | **Roster** | **Hours/Shift** | **Shifts completed** | **Insert full details of work undertaken** |  |
| **Gas Control including:**   * Participation in sealing part of an underground coal mine including the review and analysis of gas samples * Awareness of gas hazards and control * Competence in detection in including bag samples * Competence in calibration of equipment * Knowledge of limitations of equipment * Gas drainage drilling requirements * Implementation of PHMP * Review of changes in gas trends * Review location of monitoring points | **Insert date** | **Insert date** | **Roster** | **Hours/Shift** | **Shifts completed** | **Insert full details of work undertaken** |  |

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| **Describe how you have implemented, applied and monitored the following:** | **Date**  **from** | **Date**  **to** | **Roster type**  **e.g. 7on 7 off** | **Hours/shift e.g. 12 hours** | **Number of shifts completed** | **Details of experience (Include details of mine and employer)**  **Note: If experience has to be verified by more than one Underground Mine Manager, each much sign and provide contact details.** | **Name and signature of Underground Mine Manager verifying work history** |
| **Strata Control**   * Awareness and surveillance of failure modes * Application of Mine Strata Management Plan (e.g. TARPs) * SMS and TARPS compliance * Quality control on systems/materials * Knowledge of types and application of support systems * Application of polymeric compounds * Abnormal changes * Reporting * Repair of Failures | **Insert date** | **Insert date** | **Roster** | **Hours/Shift** | **Shifts completed** | **Insert full details of work undertaken** |  |
| **Spontaneous Combustion**   * Participation in sealing part of an underground coal mine including the review and analysis of gas samples * Basic Spontaneous Combustion principles * Physical Indicators * Gaseous Indicators * Mitigation techniques | **Insert date** | **Insert date** | **Roster** | **Hours/Shift** | **Shifts completed** | **Insert full details of work undertaken** |  |

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| **Describe how you have implemented, applied and monitored the following:** | **Date**  **from** | **Date**  **to** | **Roster type**  **e.g. 7on 7 off** | **Hours/shift e.g. 12 hours** | **Number of shifts completed** | **Details of experience (Include details of mine and employer)**  **Note: If experience has to be verified by more than one Underground Mine Manager, each much sign and provide contact details.** | **Name and signature of Underground Mine Manager verifying work history** |
| **Emergency Preparedness and Response Systems / Incident Investigation**   * Participation in emergency response exercises or an IMT formed in response to a real event * Knowledge of TARPs * Communications * Knowledge of escapeways/equipment * Participation in an incident investigation (HPI / Serious Accident) * Protection of site * Hazard reporting * Evidence gathering * Assist in making the site plan | **Insert date** | **Insert date** | **Roster** | **Hours/Shift** | **Shifts completed** | **Insert full details of work undertaken** |  |
| **Inrush Risk Management**   * Probable inrush sources * Indicators of inrush risk * Commonly applied inrush mitigation controls | **Insert date** | **Insert date** | **Roster** | **Hours/Shift** | **Shifts completed** | **Insert full details of work undertaken** |  |

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| **1.3 Support Systems and Processes** | | | | | | | |
| **Describe how you have implemented, applied and monitored the following:** | **Date**  **from** | **Date**  **to** | **Roster type**  **e.g. 7on 7 off** | **Hours/shift e.g. 12 hours** | **Number of shifts completed** | **Details of experience (Include details of mine and employer)**  **Note: If experience has to be verified by more than one Underground Mine Manager, each much sign and provide contact details.** | **Name and signature of Underground Mine Manager verifying work history** |
| **Exposure to the systems and processes that support the winning of coal operations.** | | | | | | | |
| **Risk management**   * Apply and monitor the risk management practices * Conduct of pre-task risk assessments * Conduct of Job Safety Analysis * Application of the Permit to Mine system | **Insert date** | **Insert date** | **Roster** | **Hours/Shift** | **Shifts completed** | **Insert full details of work undertaken** |  |
| **Mine Transport Systems and Production Equipment**   * Personnel and materials transport * Transport Rules * Awareness of hazards associated with the use of each type of vehicle * Training, assessment and appointment of machine operators * Organisation of transport of high or heavy loads * Practical operation of conveyors, personnel and materials transport vehicles and plan | **Insert date** | **Insert date** | **Roster** | **Hours/Shift** | **Shifts completed** | **Insert full details of work undertaken** |  |

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| **Describe how you have implemented, applied and monitored the following:** | **Date**  **from** | **Date**  **to** | **Roster type**  **e.g. 7on 7 off** | **Hours/shift e.g. 12 hours** | **Number of shifts completed** | **Details of experience (Include details of mine and employer)**  **Note: If experience has to be verified by more than one Underground Mine Manager, each much sign and provide contact details.** | **Name and signature of Underground Mine Manager verifying work history** |
| **Mine Services and Infrastructure**   * Apply maintenance regime * Participate in inspections of infrastructure * Application of site risk management practices * Demonstrate compliance with isolation procedures * Participate in change management processes * Support implement maintenance regime * Assess competence of persons * Monitor compliance with isolation procedures * Ensure change management procedure done * Record actions taken | **Insert date** | **Insert date** | **Roster** | **Hours/Shift** | **Shifts completed** | **Insert full details of work undertaken** |  |
| **Shotfiring Operations**   * Basic Shotfiring * Control and management of Shotfiring locations * Equipment required for Shotfiring * Incidents involving misfires including misfire management * Firing of a shot in an underground coal mine | **Insert date** | **Insert date** | **Roster** | **Hours/Shift** | **Shifts completed** | **Insert full details of work undertaken** |  |

**Contact details for people who have signed off activities in this practical experience record.**

| **Name** | **Position** | **Organisation / mine** | **Phone** | **Email** |
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