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

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

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.

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| **1.1 Coal Mining** |
| **Describe how you have applied and monitored the following:** | **Date****from** | **Date****to** | **Roster type** **e.g. 7on 7off** | **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 exposure to 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** |  |

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| **1.2 Hazard Monitoring and Application of Safety and Health Management Systems** |
| **Describe how you have applied and monitored the following:** | **Date****from** | **Date****to** | **Roster type e.g. 7on 7off** | **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 monitoring and 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:*** The gas monitoring system
* Gas detection and dilution methods
* Gas frictional ignition risk control
* Gas drainage systems
* Gas analysis and gas analysis tools
 | **Insert date** | **Insert date** | **Roster** | **Hours/Shift** | **Shifts completed** | **Insert full details of work undertaken** |  |
| **Strata Control*** Awareness of failure modes
* Applications of Mine Strata Management Plan (e.g. TARPs)
* Quality control on systems/materials
* Knowledge of types and application of support systems
* Abnormal changes
* Reporting
 | **Insert date** | **Insert date** | **Roster** | **Hours/Shift** | **Shifts completed** | **Insert full details of work undertaken** |  |
| **Describe how you have applied and monitored the following:** | **Date****from** | **Date****to** | **Roster type e.g. 7on 7off** | **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** |
| **Spontaneous Combustion*** 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** |  |
| **Emergency Preparedness and Response Systems/ Incident Investigation*** Participate in an emergency exercise
* Knowledge of TARPs
* Communications
* Knowledge of escapeways/equipment
* 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 applied and monitored the following:** | **Date****from** | **Date****to** | **Roster type e.g. 7on 7off** | **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*** Practical operation of conveyors
* Personnel and materials transport
* Transport Rules
* Awareness of hazards associated with the use of each type of vehicle
* Training and assessment of machine operations
 | **Insert date** | **Insert date** | **Roster** | **Hours/Shift** | **Shifts completed** | **Insert full details of work undertaken** |  |

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| **Describe how you have applied and monitored the following:** | **Date****from** | **Date****to** | **Roster type e.g. 7on 7off** | **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*** Installation and removal of conveyors, ventilation structures and large engineering installations
* Apply maintenance regime
* Participate in inspections of infrastructure
* Application of site risk management practices
* Demonstrate compliance with isolation procedures
* Participate in change management processes
 | **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
 | **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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