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| **Applicant’s Full Name: …………………………………………………………….** | **For Internal Use Only:**  **File No: BOE-OCE/** |
| **Section 8: Details of Practical Surface Coal Mining Experience** | |
| **Note:** This document forms part of the application form for an Open Cut Examiner’s Certificate of Competency | |

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

The Board of Examiners (the Board) require a minimum requirement of involvement in surface coal mining operations aligned with the Open Cut Examiners Certificate of Competency. In order for the Board to be assured you have work experience that is relevant to fulfil the requirements of the Open Cut Examiners role you are required to provide evidence verified by the Site Senior Executive 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 surface 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 dragline 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 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 open cut coal mining experience in an open cut 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** on a truck/shovel pre-strip or overburden removal operation
  + A minimum of **9 months working** on a truck/shovel coal mining operation
  + A minimum of **6 months working** on a dragline overburden removal operation^^
  + A minimum of **3 months working** on an overburden or coal blasting operation (Meeting the requirements outlined in the Shotfiring Log and participating in the firing of 10 shots minimum).

*^^ Dragline experience is required. If an applicant works at a site with no dragline, they are required to complete 10 days on or round the operation of a dragline at another site and provide a full written submission to the Secretariat detailing the shift and activities undertaken, learnings of working in and around dragline operations, and other activities undertaken to gain a full understanding of the operation and the hazard and risks associated with dragline operations.*

* **One (1) year** involved in and about open cut coal mining operations that support the winning of coal.

It is recommended that this include:

* + Exposure to strata control and highwall/lowwall monitoring and stability operations
  + Exposure to blast design, handling and use of explosives and misfire management
  + Exposure to mine emergency response exercises and emergency preparedness
  + Exposure to mobile plant interaction and control
  + Exposure to pit dewatering and mine site water management
  + Exposure to control of the working environment including fitness for work, radiation, dust and coal mine gases
  + Participation in SOP and or PHMP development or review
  + Participation in an incident investigation.

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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 Site Senior Executive, each much sign and provide contact details.** | **Name and signature of Site Senior Executive 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** on a truck/shovel pre-strip or overburden removal operation | **Insert date** | **Insert date** | **Roster** | **Hours/shift** | **Shifts completed** | **Insert full details of work undertaken** |  |
| A minimum of **9 months working** on a truck/shovel coal mining operation | **Insert date** | **Insert date** | **Roster** | **Hours/shift** | **Shifts completed** | **Insert full details of work undertaken** |  |
| A minimum of **6 months working** on a dragline overburden removal operation ^^ | **Insert date** | **Insert date** | **Roster** | **Hours/shift** | **Shifts completed** | **Insert full details of work undertaken** |  |
| A minimum of **3 months working** on an overburden or coal blasting operation (Participating in the firing of 10 shots minimum) | **Insert date** | **Insert date** | **Roster** | **Hours/shift** | **Shifts completed** | **Insert full details of work undertaken** |  |

*^^ Dragline experience is required. If an applicant works at a site with no dragline, they are required to complete 10 days on or round the operation of a dragline at another site and provide a full written submission to the Secretariat detailing the shift and activities undertaken, learnings of working in and around dragline operations, and other activities undertaken to gain a full understanding of the operation and the hazard and risks associated with dragline operations.*

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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 Site Senior Executive, each much sign and provide contact details.** | **Name and signature of Site Senior Executive verifying work history** |
| **Direct involvement in the monitoring and control of hazards as they pertain to the surface 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.** | | | | | | | |
| **Strata Control**   * Legislative requirements * Correct monitoring and measurement * Hazards in operation * Control measures * Mining methods * Geotechnical controls | **Insert date** | **Insert date** | **Roster** | **Hours/shift** | **Shifts completed** | **Insert full details of work undertaken** |  |
| **Explosives and Shotfiring**   * Exposure to blast design, handling and use of explosives and misfire management * Correct legislative requirements * Hazards associated with shot firing * Management of misfires * Powder factor requirements * Method for calculating blast requirements * Controls for people interaction * Explosive manufacture and use | **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 Site Senior Executive, each much sign and provide contact details.** | **Name and signature of Site Senior Executive verifying work history** |
| **Mining practices and methods**   * Exposure to pit dewatering and mine site water management * Legislative requirements * Correct monitoring and measurement * Hazards in operation * Control measures * Mining methods * Geotechnical controls * All vehicle Interaction | **Insert date** | **Insert date** | **Roster** | **Hours/shift** | **Shifts completed** | **Insert full details of work undertaken** |  |
| **Working Environment and Hygiene**   * Adverse conditions * Legislative requirements * Control of hazards * Dust * Radiation * Fitness for work * Gases | **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 Site Senior Executive, each much sign and provide contact details.** | **Name and signature of Site Senior Executive verifying work history** |
| **Safety and Health Management System**   * Participation in SOP and or PHMP development or review * Participation in an incident investigation * Legislative requirements * Risk management * Reporting * Inspections * Incident investigation * SOPs | **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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