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| **Applicant’s Full Name: ……………………………………………………………….** | **For Internal Use Only:****File No: BOE-VOC/ /** |
| **Section 8: Practical experience in underground coal mining** |
| This document forms part of the application form for a Ventilation Officer’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 Ventilation Officer’s Certificate of Competency. In order for the Board to be assured you have work experience relevant to do the Ventilation Officer’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 establishing and maintaining 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 table below lists tasks/actions that demonstrate the required work experience you need to address in your work summary.

In completing the work summary sheets, please note:

* Providing job titles is not acceptable evidence
* Additional sheets may be attached if required
* Information will be checked and fraudulent information may result in the application being rejected
* Signatures to verify work summary are required. If you are unable to obtain the relevant signature or written verification from previous employers, a statutory declaration explaining the circumstances and verifying that the information provided in your work summary is true and correct may be submitted.

Eligible applicants should be able to demonstrate the following work experience. A minimum of **two (2) years** directly involved in underground coal mining operations.

The two 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).

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| **Two Year Experience that Should Include:** |
| **Six months** in and around the Technical Services department with experience in the following: * Mine planning and scheduling;
* Permit to Mine preparation
* Survey and mine plan preparation;
* Geotechnical engineering and strata support design and monitoring;
* **Four (4) weeks** in mine’s control room involved with the mine’s gas monitoring system;
* Gas chromatograph training and operation of a gas chromatograph;
 |
| **Six months i**nvolved in and about underground coal mining operations that support the winning of coal. It is recommended that this include: * Exposure to gas drainage operations (at least one full week, equivalent to 40 hours, should be spent visiting a site, observing and discussing gas drainage systems and management if not applicable at the candidates own workplace);
* Exposure to mine transport and supply systems;
* Exposure to mine ventilation systems including auxiliary ventilation and brattice ventilation;
* Participation in emergency response exercises or an IMT formed in response to a real event;
* Demonstrated competency to use the gas chromatograph and experience in taking and analysing bag samples;
* **One (1) week, (equivalent to 40 hours)** observing or participating with the Mine’s ventilation crew involved in VCD construction;
* **One (1) week, (equivalent to 40 hours)** accompanying a Longwall ERZ Controller during production operations;
* **One (1) week, (equivalent to 40 hours)** accompanying a development ERZ Controller during production operations;
* **One (1) week, (equivalent to 40 hours)** accompanying an outbye ERZ Controller doing outbye inspections including goaf seal inspections;
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| **Six months** working under the supervision of the appointed ventilation officer at site involving the following:* Participation in ventilation or gas associated incident investigations;
* Preparation and execution of a sealing management plan for part of an underground coal mine including the review and analysis of gas samples;
* Participation in planning and implementing a major ventilation change;
* Participation in ventilation measurement and monitoring, including taking part in a minimum of three (3) monthly ventilation surveys;
* Participation in the maintenance of gas monitoring and sampling system;
* Operation and maintenance of a tube bundle system including integrity testing, sample installation, use of appropriate software (Safegas or equivalent);

**Direct involvement in a whole of mine PQ survey involving recalibrating mine ventilation model;****Four (4) weeks** (minimum) experience in ventilation modelling **(equivalent of 160 hours);** |

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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 must sign and provide contact details.** | **Name and signature of Underground Mine Manager verifying work history** |
| **Exposure to the following systems as they apply to the specific mining process described.** |
| Development production panel | **Insert date** | **Insert date** | **Roster** | **Hours/Shift** | **Shifts completed** | **Insert full details of work undertaken** |  |
| Mains/Outbye panel | **Insert date** | **Insert date** | **Roster** | **Hours/Shift** | **Shifts completed** | **Insert full details of work undertaken** |  |
| Longwall extraction panel | **Insert date** | **Insert date** | **Roster** | **Hours/Shift** | **Shifts completed** | **Insert full details of work undertaken** |  |
| Mines Ventilation Crew  | **Insert date** | **Insert date** | **Roster** | **Hours/Shift** | **Shifts completed** | **Insert full details of work undertaken** |  |

| **1.2 Direct involvement in the monitoring and control of hazards.** |
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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 must 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
* Ventilation monitoring and measuring
 | **Insert date** | **Insert date** | **Roster** | **Hours/Shift** | **Shifts completed** | **Insert full details of work undertaken** | **Name and signature of Underground Mine Manager verifying work history** |

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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 must sign and provide contact details.** | **Name and signature of Underground Mine Manager verifying work history** |
| **Gas Management** * Gas monitoring systems
* Gas detection and dilution methods
* Gas frictional ignition risk control
* Gas drainage systems
* Gas analysis and gas analysis tools
* Gas chromatograph operations
* Sealing part of an underground mine
* CO monitoring on return side of conveyors.
* Methane monitors at interface of intake / returns and longwall face.
* Monitoring systems siting and alarm / trips levels for:
* Continuous miner,
* Longwall shearer,
* Mobile diesel equipment,
* Auxiliary fan.
* Tube bundle monitoring system
 | **Insert date** | **Insert date** | **Roster** | **Hours/Shift** | **Shifts completed** | **Insert full details of work undertaken** | **Name and signature of Underground Mine Manager verifying work history** |
| **Spontaneous Combustion*** Spontaneous Combustion principles
* Physical indicators
* Gaseous indicators
* Mitigation techniques
* TARPS
 | **Insert date** | **Insert date** | **Roster** | **Hours/Shift** | **Shifts completed** | **Insert full details of work undertaken** | **Name and signature of Underground Mine Manager verifying work history** |
| **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 must sign and provide contact details.** | **Name and signature of Underground Mine Manager verifying work history** |
| **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
* Investigation of gas or ventilation related incidents at site.
 | **Insert date** | **Insert date** | **Roster** | **Hours/Shift** | **Shifts completed** | **Insert full details of work undertaken** | **Name and signature of Underground Mine Manager verifying work history** |
| **Outburst Risk Management*** Probable Outburst sources
* Indicators of Outburst risk
* Commonly applied Outburst mitigation controls
 | **Insert date** | **Insert date** | **Roster** | **Hours/Shift** | **Shifts completed** | **Insert full details of work undertaken** | **Name and signature of Underground Mine Manager verifying work history** |

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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 must sign and provide contact details.** | **Name and signature of Underground Mine Manager verifying work history** |
| **Risk management*** Risk management practices
* Pre-task risk assessments
* Job Safety Analysis
* Permit to Mine system
 | **Insert date** | **Insert date** | **Roster** | **Hours/Shift** | **Shifts completed** | **Insert full details of work undertaken** | **Name and signature of Underground Mine Manager verifying work history** |

| **1.3 Support Systems and Processes** |
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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 must sign and provide contact details.** | **Name and signature of Underground Mine Manager verifying work history** |
| Planning and implementing a major ventilation change | **Insert date** | **Insert date** | **Roster** | **Hours/Shift** | **Shifts completed** | **Insert full details of work undertaken** | **Name and signature of Underground Mine Manager verifying work history** |
| Mine Planning and Scheduling | **Insert date** | **Insert date** | **Roster** | **Hours/Shift** | **Shifts completed** | **Insert full details of work undertaken** | **Name and signature of Underground Mine Manager verifying work history** |
| Survey and Mine Plan Preparation | **Insert date** | **Insert date** | **Roster** | **Hours/Shift** | **Shifts completed** | **Insert full details of work undertaken** | **Name and signature of Underground Mine Manager verifying work history** |
| Geotechnical engineering and strata support design and monitoring | **Insert date** | **Insert date** | **Roster** | **Hours/Shift** | **Shifts completed** | **Insert full details of work undertaken** | **Name and signature of Underground Mine Manager verifying work history** |
| Ventilation modelling and verificationWhole of Mine PQ survey | **Insert date** | **Insert date** | **Roster** | **Hours/Shift** | **Shifts completed** | **Insert full details of work undertaken** | **Name and signature of Underground Mine Manager verifying work history** |
| Establishing gas alarm trigger points and changing gas alarm levels | **Insert date** | **Insert date** | **Roster** | **Hours/Shift** | **Shifts completed** | **Insert full details of work undertaken** | **Name and signature of Underground Mine Manager verifying work history** |
| **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 must sign and provide contact details.** | **Name and signature of Underground Mine Manager verifying work history** |
| Diesel emission controls | **Insert date** | **Insert date** | **Roster** | **Hours/Shift** | **Shifts completed** | **Insert full details of work undertaken** | **Name and signature of Underground Mine Manager verifying work history** |
| Mine Transport and Supply Systems | **Insert date** | **Insert date** | **Roster** | **Hours/Shift** | **Shifts completed** | **Insert full details of work undertaken** | **Name and signature of Underground Mine Manager verifying work history** |

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

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