

## Certificate of competence experience logbook

### For New Zealand extractives' certificate of competence (CoC) applicants

Use this logbook to record your practical experience which is required when applying for a CoC.

The logbook has two sections which must be completed to show that you have been employed 'in the workings' of a mine, tunnel or quarry, demonstrating the required practical experience over a specified period of time.

Some of the entries may cover a lengthy period of time and others only a single day. Each activity must be confirmed by a suitable supervisor, manager or expert. Their contact details need to be recorded on the final page.

### What should be entered into your logbook?

- Actual activities relating to the workings of a mine, tunnel or quarry (as listed under 'Defining Workings') must be outlined in your logbook. For example driving a loader/digger; operating machinery; ground and strata control are all considered operational experience.
- Activities which are not operational will not be accepted. For example completion of unit standards; first aid courses; tertiary qualifications are not considered operational experience.

### Defining workings

- emplacement stabilisation
- electrical engineering
- environmental management
- exploration or site investigation
- use, storage and transport of explosives
- fire and explosion detection and prevention
- flammable dust management
- gas management
- ground or strata control
- design, installation and maintenance of plant guarding
- use of hyperbarics to control the working environment
- inrush and inundation management
- instrumentation and monitoring
- maintenance of fixed and mobile plant
- mechanical engineering
- mine surveying
- operational planning
- outburst management
- operation of plant and equipment
- design, construction and maintenance of ponds, dams and waste dumps
- materials processing
- risk management
- roads, rail and vehicle operations
- safety management
- handling of pre-cast tunnel linings
- installation, maintenance and removal of utilities supplied to the mine, tunnel or quarry
- slope stabilisation
- prevention, detection and responding to spontaneous combustion
- design, construction and maintenance of stockpiles
- construction and maintenance of ventilation control devices
- design, construction and monitoring of temporary or preparatory works
- operating winding engines
- worker health management
- any other work in operating and safety systems related to the workings of a mine, tunnel or quarry.

# Certificate of competence experience logbook

## Section A

Activities for each CoC type should include any related operating and safety system experience and specify the actual activity undertaken.

CERTIFICATE OF COMPETENCE	REQUIRED EXPERIENCE
<b>First class coal mine manager</b>	<p>Holder of a first class coal mine manager under the former regulations or the current regulations:</p> <ul style="list-style-type: none"><li>- 12 months experience employed in the underground workings of a coal mine.</li></ul> <p>Holder of a degree in Mineral Technology (Mining) conferred by the University of Otago or an equivalent mining qualification:</p> <ul style="list-style-type: none"><li>- 3 years' experience employed in the underground workings of a coal mine, and</li><li>- 12 months of employment of the above was at the face of the coal mine.</li></ul> <p>Neither of the above apply to you:</p> <ul style="list-style-type: none"><li>- 5 years employed in the underground workings of a coal mine, and</li><li>- 12 months of the above employment was at the extraction face of a coal mine.</li></ul>
<b>First class mine manager</b>	<p>Holder of a first class coal mine manager under the former regulations or the current regulations:</p> <ul style="list-style-type: none"><li>- 12 months experience employed in the underground workings of a mine or a tunnel.</li></ul> <p>Holder of a degree mineral Technology (mining) by the university of Otago or an equivalent mining qualification:</p> <ul style="list-style-type: none"><li>- 3 years' experience employed in the underground workings of a mine or a tunnel</li><li>- 12 months of employment of the above was at the face of the mine or tunnel, and</li><li>- No more than 6 months of the work experience of the above point was in a tunnel.</li></ul> <p>Neither of the above apply to you:</p> <ul style="list-style-type: none"><li>- 3 years employed at the face of a mine or a tunnel, which no more than 6 months was in a tunnel.</li></ul>
<b>Coal mine deputy</b>	<p>Holder of a first class coal mine manager, first class mine manager or A grade tunnel manager under the former regulations or the current regulations:</p> <ul style="list-style-type: none"><li>- 12 months experience actively engaged in the extraction of coal and support of the face openings.</li></ul> <p>The above does not apply:</p> <ul style="list-style-type: none"><li>- 5 years employed in underground workings of a coal mine or of a metalliferous mine or tunnel construction</li><li>- 2 years employment actively engaged in the development and extraction of coal and support of the face openings, and</li><li>- 1 years employment that included experience in all the types of shift work (please refer to Gazette Notice for specifics).</li></ul>
<b>Coal mine underviewer</b>	<p>Holder of a first class coal mine manager, first class mine manager or A grade tunnel manager under the former regulations or the current regulations:</p> <ul style="list-style-type: none"><li>- 12 months experience actively engaged in the extraction of coal and support of the face openings.</li></ul> <p>The above does not apply:</p> <ul style="list-style-type: none"><li>- 5 years employed in underground workings of a coal mine or of a metalliferous mine or tunnel construction, including</li><li>- 2 years employment actively engaged in winning of coal and support of the face openings, and</li><li>- 1 years employment that includes experience in all the types of shift work (please refer to Gazette Notice for specifics).</li></ul>

# Certificate of competence experience logbook

## Section A

CERTIFICATE OF COMPETENCE	REQUIRED EXPERIENCE
<b>Electrical superintendent</b>	<p>Holder of a New Zealand national qualification as an electrician or have a national qualification in electrical engineering or an equivalent mining qualification:</p> <ul style="list-style-type: none"> <li>- 3 years working in the extractives or heavy industry.</li> </ul> <p>Holder of an electrical engineering qualification conferred by a New Zealand institute or an equivalent mining qualification:</p> <ul style="list-style-type: none"> <li>- 1 years working in the extractives or heavy industry.</li> </ul>
<b>Mechanical superintendent</b>	<p>Holder of a New Zealand national qualification in mechanical fitting or have a national qualification in mechanical engineering or an equivalent mining qualification:</p> <ul style="list-style-type: none"> <li>- 3 years working in the extractives or heavy industry.</li> </ul> <p>Holder of a mechanical engineering qualification conferred by a New Zealand institute or an equivalent mining qualification:</p> <ul style="list-style-type: none"> <li>- 1 years working in the extractives or heavy industry.</li> </ul>
<b>Ventilation officer</b>	2 years employed in the workings of an underground mining operation.
<b>Mine surveyor</b>	<p>Holder of a New Zealand Diploma of Surveying, or degree in surveying or an equivalent surveying qualification (please refer to Gazette Notice for specifics):</p> <ul style="list-style-type: none"> <li>- 3 years practical working experience in surveying including 12 months' work experience underground.</li> </ul>
<b>A and B grade opencast coal mine manager</b>	<p>2 years employed in the workings of an opencast coal mine, or 12 months employed in the workings of an opencast coal mine, and</p> <ul style="list-style-type: none"> <li>- 2 years employed in the workings of a mine, coal mine or tunnel.</li> </ul> <p>Holder of a first class coal mine manager or first class mine manager under the former regulations or the current regulations:</p> <ul style="list-style-type: none"> <li>- 12 months employed in the workings of an opencast coal mine.</li> </ul>
<b>A and B grade tunnel manager</b>	<p>2 years employed in the workings of a tunnel, or 12 months employed in the workings of a tunnel, and</p> <ul style="list-style-type: none"> <li>- 2 years employed in the workings of a mine, coal mine or tunnel.</li> </ul> <p>Holder of a first class coal mine manager or first class mine manager under the former regulations or the current regulations:</p> <ul style="list-style-type: none"> <li>- 12 months employed in the workings of a tunnel.</li> </ul>
<b>A and B grade quarry manager</b>	<p>2 years employed in the workings of an opencast mine or quarry, or 12 months employed in the workings of an opencast mine or quarry, and</p> <ul style="list-style-type: none"> <li>- 2 years employed in the workings of a mine, coal mine or tunnel</li> </ul> <p>Holder of a first class coal mine manager or first class mine manager under the former regulations or the current regulations:</p> <ul style="list-style-type: none"> <li>- 12 months employed in the workings of an opencast mine or quarry.</li> </ul>
<b>Certificate of competence as a manager to manage the quarrying operation specified in the certificate</b>	<p>2 years employed in the workings of an opencast mine or quarry, or 12 months employed in the workings of an opencast mine or quarry, and</p> <ul style="list-style-type: none"> <li>- 2 years employed in the workings of a mine, coal mine or tunnel</li> </ul> <p>Holder of a first class coal mine manager or first class mine manager under the former regulations or the current regulations:</p> <ul style="list-style-type: none"> <li>- 12 months employed in the workings of an opencast mine or quarry.</li> </ul>

# Certificate of competence experience logbook

## Section A

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Certificate of competence: \_\_\_\_\_

Mobile phone: \_\_\_\_\_

START AND END DATES	PERIOD COVERED (months)	ACTIVITY (Choose from Defined workings on page 1)	DESCRIPTION OF WORKS	TYPE OF OPERATION (eg mining, tunnelling or quarry)	COMPANY NAME AND POSITION	SUPERVISOR/EXPERT NAME AND SIGNATURE AS VERIFICATION
<b>Examples:</b>						
Oct 91 - July 96	57 months	Use and storage of explosives	Blast design and shot firing at hard rock quarry Keeping accurate stock records for inspection/audits. On call for any magazine alarm activations	Quarry	ABC Quarry Quarry Manager	J Blogs <i>Joe R. Blogs</i>
05/05/2011 - present	85 months	Ground/strata control; operation of plant/equipment	Operating jumbo multi boom drill rig, operating underground haul trucks	Underground gold mine	DEF Gold Mine Mine worker	K Smith <i>Kevin Smith</i>

# Certificate of competence experience logbook

## Section A

START AND END DATES	PERIOD COVERED (months)	ACTIVITY (Choose from Defined workings on page 1)	DESCRIPTION OF WORKS	TYPE OF OPERATION (eg mining, tunnelling or quarry)	COMPANY NAME AND POSITION	SUPERVISOR/EXPERT NAME AND SIGNATURE AS VERIFICATION

# Certificate of competence experience logbook

## Section A

<b>START AND END DATES</b>	<b>PERIOD COVERED</b> (months)	<b>ACTIVITY</b> (Choose from Defined workings on page 1)	<b>DESCRIPTION OF WORKS</b>	<b>TYPE OF OPERATION</b> (eg mining, tunnelling or quarry)	<b>COMPANY NAME AND POSITION</b>	<b>SUPERVISOR/EXPERT NAME AND SIGNATURE AS VERIFICATION</b>

# Certificate of competence specified experience logbook

## Section B

A range of activities over a specified minimum period in operations for more than one of the following options is required. These are part of the overall specified time for operational experience and are **not additional** to Section A of the logbook.

CERTIFICATE OF COMPETENCE	REQUIRED EXPERIENCE
<b>First-class mine manager</b>	At least 9 months of the applicant's experience must be carrying out more than one of the following types of work in a mine or tunnel (as it applies to this CoC): <ul style="list-style-type: none"><li>- development operations including tunnel boring machine operations for tunnelling</li><li>- extraction operation</li><li>- installation of ground support systems</li><li>- filling operations</li><li>- shaft sinking.</li></ul>
<b>A-grade opencast coal mine manager</b>	At least 9 months of the applicant's experience must be carrying out more than one of the following types of work in a mine, coal mine, opencast coal mine or tunnel (as it applies to this CoC): <ul style="list-style-type: none"><li>- drill and blast</li><li>- load and haul</li><li>- processing or stockyard loadout.</li></ul>
<b>B-grade opencast coal mine manager</b>	At least 9 months of the applicant's experience must be carrying out more than one of the following types of work in a mine, coal mine, opencast coal mine or tunnel (as it applies to this CoC): <ul style="list-style-type: none"><li>- drill and blast</li><li>- load and haul</li><li>- processing or stockyard loadout.</li></ul>
<b>A-grade quarry manager</b>	At least 9 months of the applicant's total experience must be carrying out more than one of the following types of work in a quarry, mine, coal mine, opencast mine, or tunnel (as it applies to this CoC): <ul style="list-style-type: none"><li>- drill and blast</li><li>- load and haul</li><li>- processing or stockyard loadout.</li></ul>
<b>B-grade quarry manager</b>	At least 9 months of the applicant's total experience must be carrying out more than one of the following types of work in a quarry, mine, coal mine, opencast mine, or tunnel (as it applies to this CoC): <ul style="list-style-type: none"><li>- drill and blast:</li><li>- load and haul</li><li>- processing or stockyard loadout.</li></ul>
<b>Certificate of competence as a manager to manage the quarrying operation specified in the certificate</b>	At least 9 months of the applicant's total experience must be carrying out more than one of the following types of work in a quarry, mine, coal mine, opencast mine, or tunnel (as it applies to this CoC): <ul style="list-style-type: none"><li>- load</li><li>- haul</li><li>- processing</li><li>- stockyard loadout</li></ul>

# Certificate of competence specified experience logbook

## Section B

CERTIFICATE OF COMPETENCE	REQUIRED EXPERIENCE
<b>A-grade tunnel manager</b>	At least 9 months of the applicant's experience must be carrying out more than one of the following types of work in a mine, coal mine, opencast coal mine or tunnel (as it applies to this CoC): <ul style="list-style-type: none"><li>- development operations including tunnel boring machine operations for tunnelling</li><li>- extraction</li><li>- installation of ground support systems</li><li>- filling operations</li><li>- shaft sinking.</li></ul>
<b>B-grade tunnel manager</b>	At least 9 months of the applicant's experience must be carrying out more than one of the following types of work in a mine, coal mine, opencast coal mine or tunnel (as it applies to this CoC): <ul style="list-style-type: none"><li>- development operations including tunnel boring machine operations for tunnelling</li><li>- extraction</li><li>- installation of ground support systems</li><li>- filling operations</li><li>- shaft sinking.</li></ul>
<b>Mechanical superintendent</b>	A minimum of one year's experience carrying out the following types of work in respect of mobile or fixed plant: <ul style="list-style-type: none"><li>- installation</li><li>- commissioning</li><li>- mechanical maintenance</li><li>- repair.</li></ul>
<b>Electrical superintendent</b>	A minimum of one year's experience carrying out the following types of work in respect of mobile or fixed electrical installations: <ul style="list-style-type: none"><li>- installation</li><li>- commissioning</li><li>- mechanical maintenance</li><li>- repair.</li></ul>



# Certificate of competence specified experience logbook

## Section B

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Certificate of competence: \_\_\_\_\_

Mobile phone: \_\_\_\_\_

START AND END DATES	PERIOD COVERED (months)	REQUIRED EXPERIENCE (Choose from lists on page 7-8)	DESCRIPTION OF WORKS	TYPE OF OPERATION (eg mining, tunnelling or quarry)	COMPANY NAME AND POSITION	SUPERVISOR/EXPERT NAME AND SIGNATURE AS VERIFICATION
<b>Examples:</b>						
1/01/2008 to 3/05/2011	40 months	Installation of ground support systems	Scaling of loose rocks. Installing rock bolts and mesh. Spraying shotcrete onto walls	Underground gold mine	DEF Gold Mine Mine worker	K Smith <i>Kevin Smith</i>
April 2010 - April 2011	12 months	Load and haul, processing and stockyard loadout	Machine operator for open-cast coal mining operation, extracting, hauling coal and removing overburden	Opencast coal mine	GHI Coal Mine Supervisor	J R Smith <i>John Smith</i>

# Certificate of competence specified experience logbook

## Section B

START AND END DATES	PERIOD COVERED (months)	REQUIRED EXPERIENCE (Choose from lists on page 7-8)	DESCRIPTION OF WORKS	TYPE OF OPERATION (eg mining, tunnelling or quarry)	COMPANY NAME AND POSITION	SUPERVISOR/EXPERT NAME AND SIGNATURE AS VERIFICATION

# Certificate of competence specified experience logbook

## Section B

<b>START AND END DATES</b>	<b>PERIOD COVERED</b> (months)	<b>REQUIRED EXPERIENCE</b> (Choose from lists on page 7-8)	<b>DESCRIPTION OF WORKS</b>	<b>TYPE OF OPERATION</b> (eg mining, tunnelling or quarry)	<b>COMPANY NAME AND POSITION</b>	<b>SUPERVISOR/EXPERT NAME AND SIGNATURE AS VERIFICATION</b>

# Contacts

Contact information for the manager, supervisor or expert that verified your logbook.

NAME	POSITION	ORGANISATION	PHONE	EMAIL