



**Resources Safety & Health  
Queensland**

**2023/24**

**Application for Queensland  
Open Cut Examiner's Certificate of  
Competency for Surface Coal Mines**

The Secretary  
Board of Examiners  
Resources Safety & Health Queensland  
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BRISBANE QLD 4001

T: (07) 3199 8037  
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W: [www.rshq.qld.gov.au](http://www.rshq.qld.gov.au)

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**Privacy Disclaimer**

Resources Safety & Health Queensland is collecting the information on this form on behalf of the Board of Examiners (the Board) to assess your application for an Open Cut Examiner's Certificate of Competency. This information is authorised by the *Coal Mining Safety and Health Act 1999*. This information will only be accessed by authorised employees within Resources Safety & Health Queensland. Some information will be given to members of the Board for assessment purposes.

The Board is required by legislation to keep a register of certificates of competency granted by the Board, site senior executive notices issued by the Board and notices of registration given by the Board under the *Mutual Recognition Act 1992*. The Board may disclose information in the register, other than the contact details of an individual, to any person or agency. Further information on the privacy policy is available at <https://www.rshq.qld.gov.au/privacy>

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**INFORMATION FOR APPLICANT**

**An application must not be lodged until the applicant is ready to sit the examination.**

**Applications must be submitted by mail. Emailed applications cannot be accepted.**

**Process Summary**

**Note:** Applicants must carefully read the application requirements within this document.

1. The applicant lodges the application and supporting documentation with the Secretary of the Board of Examiners (the Board). Please complete the information in legible writing. Complete the checklist in the application form to ensure that all necessary documentation is attached.
2. The applicant must complete the written and oral examinations within **5 years**. Failure to complete the process in this timeframe will result in the applicant having to lodge a fresh application, meeting the educational and practical work experience requirements at the time of reapplying.
3. The application is assessed by the Board. If accepted, permission to sit the written mining law examination is granted. The pass mark is 70% in each section<sup>1</sup>. The *Coal Mining Safety and Health Act 1999* and relevant Regulations can be found at: [www.legislation.qld.gov.au](http://www.legislation.qld.gov.au).
4. The applicant will be contacted to confirm examination details. The applicant must present photographic identification to the examination invigilator to be allowed to sit the examination.
5. Examination papers are marked anonymously by a member of the Board.
6. If the applicant fails the written law examination, the applicant is advised of the result, and provided with feedback<sup>2</sup>.

7. If the applicant passes the written law examination, the applicant is advised, and arrangements are made for the sitting of the oral examination. A pass result in the written examination is only valid for **3 years**. If the oral examination is not successfully completed before the expiry of this 3-year period, it will be necessary to re-sit the written examination before proceeding to the oral examination.
8. Before an oral examination can be arranged the applicant must provide a completed and signed oral examination endorsement form from the Site Senior Executive and the Underground Mine Manager (if the position is held by a different person).
9. **Important Note:** Conditions and timelines apply to candidates who are unsuccessful in examinations. Refer to the **Written and oral examination resit conditions and timelines** on the website at [www.business.qld.gov.au/industries/mining-energy-water/resources/safety-health/mining/competencies-certificates/coal](http://www.business.qld.gov.au/industries/mining-energy-water/resources/safety-health/mining/competencies-certificates/coal).
10. Oral examinations are normally scheduled for February, May, August and November.
11. After the oral examination, the examination panel makes a recommendation to the Board. The recommendation is reviewed by members of the Board at its next Board meeting. The Board makes a decision about the granting of a Certificate of Competency. Meetings are normally held quarterly, in March, June, September and December.
12. If approved, a Certificate of Competency is issued. Allow 8 weeks from the oral examination for this process to be completed.
13. If the Board does not approve the issue of a Certificate of Competency, the applicant is advised in writing and is provided with information about areas of weakness in the oral examination, relevant conditions and timelines and how to apply to re-sit the examination.
14. Successful applicants should register their competency with the Queensland Practising Certificate Scheme at: <https://www.boepcs.qld.gov.au>.

<sup>1</sup> The examination consists of Topic sections and covers both the Act and Regulations. To achieve a pass result the candidate must achieve at 70% in each section.

<sup>2</sup> Note: All reapplications are treated as a new application. Candidates who have failed 3 times or achieved less than 30% overall in the Board's examinations are asked to show cause why they should be permitted to sit again

#### **NOTE:**

Please take the time to download the current application form, read and address all the criteria.

Any of the following will immediately cancel any application, without notice:

- Applications that are not submitted on the current application form.
- Providing uncertified identification or qualification documents
- Applications submitted without the completed checklist page

Applicants who submit a second application that fails to meet all criteria as per the current application form and any deficiencies advised, cannot submit a further application form for 12 months from the date of notification of decline.

**For Internal Use only:**

Application for Open Cut Certificate of Competency for Surface Coal Mines

**APPLICANT FILE NO: BOE-OCE/ /****Payment details****Open Cut Examiner's Certificate of Competency for Surface Coal Mines** BOE00002

Payment may be made by MasterCard or VISA.

Please **DO NOT SEND CASH**.

Card details are destroyed after payment is approved.

**Please ensure that this form is sent by mail.**

Acceptance of credit card details via facsimile or email is not accepted for the protection of customer's card data.

Card Number:					/					/										Expiry Date:			/						
Card Type:	<input type="checkbox"/>	Visa	<input type="checkbox"/>	MasterCard																			Amount:	\$28.20					
Cardholders Name:																								Cardholders Signature:					
Applicant's Name																													
Address:																													
Phone Number:																								Signature Date:					
Email Address for Receipt:																								/			/		

**Prescribed fees are reviewed on 1 July each year.****The above fee is applicable for all applications received from 1 July 2023 until 30 June 2024.**

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**Reapplication – Only complete this section when reapplying after failure of an examination.**

**Note:** If the 5-year application validity period has expired, a **FULL** new application and supporting documentation is required to be lodged.

Have you previously sat an examination for a Queensland Open Cut Examiner's Certificate of Competency for Surface Coal Mines?

- ☐ Reapplication for written examination. Date/s of previous exam/s.....
- ☐ Reapplication for oral examination. Date/s of previous exam/s.....

Reapplications after having failed an examination are treated in all respects as new applications, except that education and practical work history material supplied does not need to be resubmitted, provided it is still current.

Reapplication requires: Sections 1.1, 1.2, 2 (if applicable), **6.1 or 6.2**, 7, the Applicants Checklist, a document detailing the actions taken to rectify the identified deficiencies and the payment slip to be completed.

**Note:** Results from previous exams only remain current for **3 years** from the date of that exam.

**Note:** The written and oral examination process must be successfully completed within **5 years**.

Please refer to **Written and oral examination resit conditions and timelines** @:

<https://www.business.qld.gov.au/industries/mining-energy-water/resources/safety-health/mining/competencies-certificates/coal>

**Section 1: Personal details****1.1 Personal contact details**

Title	Date of Birth	Gender *	<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> Other _____
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☐ I wish to identify as Aboriginal Torres Strait Islander \*

First Name	Middle Name(s)	Surname
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Postal Address	Town
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State	Postcode
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Phone	Mobile
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Email
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**1.2 Work details**

Employer	Mine site
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Postal Address	Town
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State	Postcode
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Phone	Mobile
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Email
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I authorise the Board of Examiners to provide details relating to my application and examination to my employer.

☐ Yes ☐ No

The Board of Examiners recognises and values workplace diversity. The data collected from these forms is used for the purpose of identifying areas for focus in workplace inclusivity. The sections denoted with a \* are for use only by the Secretariat. This data is not released to any external persons / agencies.

## Section 2: Written law examination session booking nomination

Nominate a session from the schedule posted on the Board's website.

<https://www.business.qld.gov.au/industries/mining-energy-water/resources/safety-health/mining/competencies-certificates/coal>

Examinations may not be offered in all venues every month. Places in some venues are limited.

Nominated session venue: .....

Nominated session date: .....

*Examinations can also be organised at other approved venues. Contact the Secretariat for further details.*

*For examinations at locations other than scheduled sessions;*

- download the **Written Mining Law Examination – Letter of Consent** form, found at:  
[https://www.rshq.qld.gov.au/\\_data/assets/pdf\\_file/0005/1488641/consent-info-rules-for-supervisors-and-candidates.pdf](https://www.rshq.qld.gov.au/_data/assets/pdf_file/0005/1488641/consent-info-rules-for-supervisors-and-candidates.pdf)
- complete the **Applicant to complete** section and include this document with your application

## Section 3: Proof of identity

You need to provide photographic proof of identity by providing a **certified** copy of **one** of the following:

☐

Passport **or**

☐

Driver's Licence

## Section 4: Qualification requirements

### 4.1 Education

#### **RII40220 Release 2 - Certificate IV in Surface Coal Mining (Open Cut Examiner)**

Attach **certified** copies of the Certificate IV and the full list of units undertaken

**Applicants require a total of 14 units of competency comprising:**

**Ten (10) core competencies plus**

**Four (4) elective units, of which:**

- **At least one (1)** must be chosen from Group A
- **At least one (1)** must be chosen from Group B
- **One (1) or more** may be chosen from Group C
- **No more than one (1)** may be chosen from Group D
- **No more than one (1)** may be chosen from Group E
- **No more than one (1)** may be chosen from elsewhere within this training package, or from another endorsed training package, or from an accredited course.

**Plus** Additional units of competency set out in Section 4

Ten (10) Core Competencies		Registered Training Provider	Date
BSBMGT401	Show leadership in the workplace		
BSBSUS401	Implement and monitor environmentally sustainable work practices		
RIIBLA205E	Store, handle, and transport explosives		
RIIERR401E	Apply and monitor emergency preparedness and response systems in surface operations		
RIIMEX405E	Apply and monitor systems and methods of surface coal mining		
RIIMPO403D	Monitor interaction of heavy and light vehicles and mining equipment		
RIIRIS402E	Carry out the risk management process		
RIIWHS301E	Conduct safety and health investigations		
RIIWHS402E	Examine and maintain mine safety		
RIIWHS404E	Implement and monitor health and hygiene management systems		

Group A Electives <i>(1 from the list below)</i>		Registered Training Provider	Date
RIIBLA201E	Support shotfiring operations		
RIIBLA301E	Conduct surface shotfiring operations		

Group B Electives <i>(at least 1 from the list below)</i>		Registered Training Provider	Date
RIIMPO301E	Conduct hydraulic excavator operations		
RIIMPO302E	Conduct hydraulic shovel operations		
RIIMPO303E	Conduct rope shovel operations		
RIIMPO329F	Conduct dragline operations		

Group C Electives <i>(1 or more from the list below)</i>		Registered Training Provider	Date
RIIBHD301E	Conduct surface blast hole drilling operations		
RIIMPO304E	Conduct wheel loader operations		
RIIMPO308F	Conduct tracked dozer operations		
RIIMPO310F	Conduct grader operations		
RIIMPO312E	Conduct scraper operations		

Group D Electives <i>(no more than 1 from the list below)</i>		Registered Training Provider	Date
RIIMPO336E	Conduct belly dump truck operations		
RIIMPO337E	Conduct articulated haul truck operations		
RIIMPO338E	Conduct rigid haul truck operations		



<b>Group E Electives</b> <i>(no more than 1 from the list below)</i>		<b>Registered Training Provider</b>	<b>Date</b>
BSBCUS401	Coordinate implementation of customer service strategies		
BSBINM401	Implement workplace information system		
BSBINN301	Promote innovation in a team environment		
BSBLED401	Develop teams and individuals		
BSBMGT402	Implement operational plan		
BSBWOR404	Develop work priorities		
RIICOM301E	Communicate information		
RIIERR403E	Lead rescue teams		
RIILAT401E	Provide leadership in the supervision of Indigenous employees		
RIILAT402E	Provide leadership in the supervision of diverse work teams		
RIIMPO401D	Supervise mobile plant operations		
RIIMPO402D	Apply the principles of earthworks construction		
RIIRIS403E	Manage and coordinate spill response		
TAEASS401	Plan assessment activities and processes		
TAEASS402	Assess competence		

#### 4.2 Mandatory units of competency

**Note:** A **certified** copy of each document must be provided.

Competency		Registered Training Provider	Date
RIICOM301E	Communicate information <i>This mandatory unit can be used to meet the Group E Elective requirements</i>		
Certificate of Proficiency in Mine Gases and Gas Testing		QLD Mines Rescue Service	

#### 4.3 CSMHAC mandatory units of competency

**Note:** A **certified** copy of each document must be provided.

Competency		Registered Training Provider	Date
RIIENV301E	Conduct atmospheric monitoring		

#### 4.4 Shotfiring log (Mandatory for all applicants)

Attach a **verified** copy of a log of activities in and around blasting in an open cut coal or metalliferous mine or quarry, including verified evidence of direct involvement in **at least 10 separate blasting events** to ensure that aspects of RIIBLA201E "Support shotfiring operations" have been achieved.

Shotfiring Log:

<https://www.business.qld.gov.au/industries/mining-energy-water/resources/safety-health/mining/competencies-certificates/coal>

The experience must cover shots that involve multiple holes and include on-site presence and preferably involvement in each of the following events - Loading, Tying in, Site Security, Misfires. If no misfires occur during any of the shots, it should be noted.

#### 4.5 Current First Aid

Competency		Registered Training Provider	Issue Date
HLTAID009	Provide cardiopulmonary resuscitation <i>Must be current within 1 year of issue date</i>		
HLTAID011	Provide first aid <i>Must be current within 2 years of issue date</i>		

### Section 5: Resume

Attach a separate Curriculum Vitae (Resume) showing, in chronological order, where you have worked and what work you performed in each position. This requirement is in addition to the detailed **Work History** information required in Section 8.

**Note:** All attached documentation must be signed by a Justice of the Peace or a Commissioner for Declarations as being true copies of the originals. Do not send original documents. If you have changed your name or the details of your name are different on the documents provided, you must provide evidence of the name change from the relevant Registrar of Births, Deaths and Marriages.

It is the applicant's responsibility to:

- provide official translation of those documents that are in a language other than English;
- ensure documents with an expiry date are renewed prior to expiration; and
- maintain currency of documents with an expiry date, relative to this application.

## Section 6.1: Endorsement by Employer's Site Senior Executive (Written Examination)

Verification of an applicant's skills and preparedness for a for an Open Cut Examiner's Certificate of Competency and aptitude to undertake the written examination is required.

On the evidence as outlined in this application and from my knowledge of the applicant, I believe that (tick as appropriate):

- ☐ the applicant is adequately prepared to undertake the Board's written examination for the Open Cut Examiner's Certificate of Competency
- ☐ the applicant's mining educational qualifications and work history meet the eligibility requirements of the Board.
- ☐ the applicant has demonstrated a high level of ability to supervise a workforce safely in the context of the open cut mining environment and its hazards during the applicant's employment at my mine.  
(Please provide a short statement on how the applicant has demonstrated this ability)

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- ☐ the applicant's knowledge of the *Coal Mining Safety and Health Act 1999* and the Coal Mining Safety and Health Regulation 2017 has been assessed by this company with a satisfactory outcome.

List the position held by the Applicant:

Name of Mining Operation:

Location of Mining Operation:

SSE Name (Print):

SSE Signature:

Date:        /        /

Phone:

## Section 6.2: Endorsement by Employer's Site Senior Executive (Oral Examination)

Verification of an applicant's skills and preparedness for an Open Cut Examiner's Certificate of Competency and aptitude to undertake another oral examination is required.

Tick the statements that apply to the candidate:

☐ (if applicable) The applicant was unsuccessful in their **first** oral examination, they have addressed the deficiencies set out in the Panel Chair's Examination Report and I have attached a letter detailing how each of the deficiencies has been actioned.

☐ (if applicable) The applicant returned a **result below 30%** or has been unsuccessful in **more than one** oral examination. They have addressed the deficiencies listed in the Panel Chair's Examination Report by incorporating the feedback in a detailed study programme approved by the Board, of which I have been provided a copy. I confirm the following outcomes of this study program have been achieved:

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List the position held by the Applicant:

Name of Mining Operation:

Location of Mining Operation:

SSE Name (Print):

SSE Signature:

Date:        /        /

Phone:

Section 7: Statutory Declaration by Applicant	
<p style="text-align: center;"><i>Oaths Act 1867</i> Statutory Declaration</p> <p>Queensland to wit</p>	
I,	(Name in full)
of	
<p>do solemnly and sincerely declare that the particulars contained in this application for an Open Cut Examiner's Certificate of Competency for Surface Coal Mines are true and correct in every detail. And I make this solemn declaration conscientiously believing the same to be true, and by virtue of the provisions of the <i>Oaths Act 1867</i>.</p>	
Declared before me at	on 20
Signature of applicant	
Signature of Witness	
Print full name and title of witness*	

(1) A person's declaration may be taken by—

- (a) a justice, commissioner for declarations or notary public under the law of the State, the Commonwealth or another State; or
- (b) a lawyer; or
- (c) a conveyancer, or another person authorised to administer an oath, under the law of the State, the Commonwealth or another State.

(2) This section applies to a declaration taken for Queensland law, whether it is taken inside or outside Queensland (including outside Australia).

(2) The Board of Examiners may cancel a Certificate of Competency by notice to the holder if the Board is satisfied that the holder obtained the Certificate of Competency by giving false information to the Board.

<b>APPLICANT'S FULL NAME:</b> .....	<b>FOR INTERNAL USE ONLY:</b>  <b>FILE No: BOE-OCE/    /</b>
<b>SECTION 8: DETAILS OF PRACTICAL SURFACE COAL MINING EXPERIENCE</b>	

**Please read these instructions before completing the Work History table.**

**Download the table from:**

[www.business.qld.gov.au/industries/mining-energy-water/resources/safety-health/mining/competencies-certificates/coal](http://www.business.qld.gov.au/industries/mining-energy-water/resources/safety-health/mining/competencies-certificates/coal)

The Board of Examiners (the Board) requires minimum practical experience and a minimum requirement of involvement in surface coal mining operations aligned with the Open Cut Examiner'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 Open Cut Examiner's 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.



APPLICANT'S CHECKLIST		
1.	Application form completed neatly and in full	<input type="checkbox"/>
2.	Payment details completed	<input type="checkbox"/>
3.	Preferred venue for exam identified (Section 2)	<input type="checkbox"/>
4.	Certified true copy of photographic proof of identity <b>attached</b> (Section 3)	<input type="checkbox"/>
5.	Certified true copies of all educational qualifications <b>attached</b> (Sections 4.1, 4.2 and 4.3)	<input type="checkbox"/>
6.	Shottfiring Log <b>attached</b> (Section 4.4)	<input type="checkbox"/>
7.	Certified true copy of current certificate for first aid and CPR competencies <b>attached</b> (Section 4.5)	<input type="checkbox"/>
8.	Curriculum Vitae (Resume) <b>attached</b> (Section 5)	<input type="checkbox"/>
9.	Application form endorsed by Site Senior Executive (Section 6.1 or 6.2)	<input type="checkbox"/>
10.	Statutory Declaration signed <b>and</b> witnessed correctly (Section 7)	<input type="checkbox"/>
11.	Work experience completed and <b>attached</b> (Section 8)	<input type="checkbox"/>
12.	If applicable, submission in writing where candidate is unable to meet minimum practical experience <b>attached</b> . (Refer to full details set out on page 1 of the Work History template)	<input type="checkbox"/>
13.	For an examination reapplication, a separate letter from Site Senior Executive <b>attached</b>	<input type="checkbox"/>

**You MUST complete and submit this checklist with your application.**

**All attached documentation must be signed by a Justice of the Peace or a Commissioner for Declarations as being true copies of the originals. Do not send original documents.**

If you have changed your name or the details of your name are different on the documents provided, you must provide evidence of the name change from the relevant Registrar of Births, Deaths and Marriages. It is the applicant's responsibility to:

- provide official translation of those documents that are in a language other than English.
- ensure documents with an expiry date are renewed prior to expiration; and
- maintain currency of documents with an expiry date, relative to this application.