Work Instruction
Applying for a Site Senior Executive Notice for Metalliferous Mines and Quarries

Overview

This Work Instruction provides guidance on the process for applying for a Site Senior Executive (SSE) Notice for Metalliferous Mines and Quarries (MMQ) in the RSHQ Portal.

Note: **Bold** words in the text refer to field, link, and button names within the Portal.

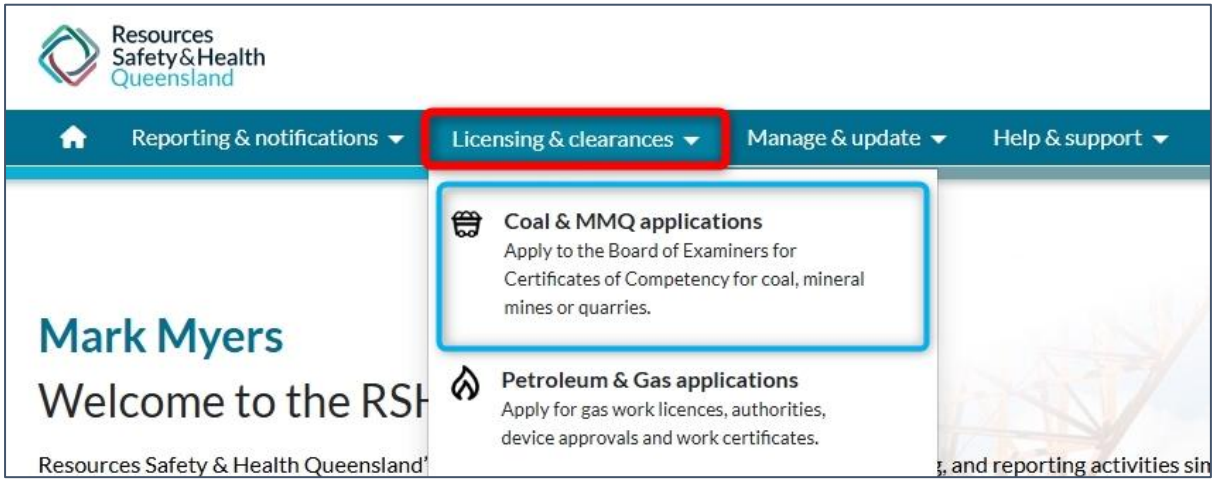
Prerequisites

Applicants must have verified their identity to a strength of 'Standard' or higher. If the applicant's account only has a 'Basic' security strength, they will not be able to proceed with the application.

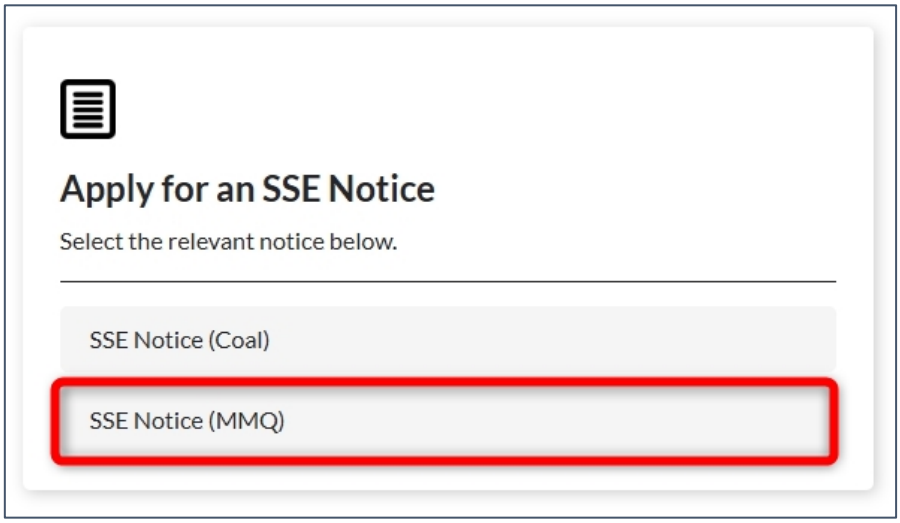
Refer to the *How to create your individual online account in the RSHQ Portal Fact Sheet* for guidance on checking your security strength.

Procedure

1. Log into the RSHQ Portal.
2. From the RSHQ Portal home page, select **Licensing & clearances**, then **Coal & MMQ applications**.



3. Select **SSE Notice (MMQ)**.



4. The application screen will display. The application process is broken up into five sections:

		Steps
1	**Start application**	• Read through the **Applicant Information** and **Privacy Statement**, and if you agree to proceed with the application, select the checkbox. Note that you will not be able to proceed with the application if you do not select the checkbox. • Select the **Notice and operation type** relevant to this application. • Select whether you are applying for an **Exploration only SSE Notice**. • Select whether **blasting will take place**. If you select **Yes**, additional question/s will display for completion. • Select whether you already **hold a Queensland First Class Mine Manager Certificate of Competency or Quarry Managers Practising Certificate**. • Click **Next** to proceed to the **Applicant details** section.

2	**Applicant details**	• Your personal details will be prepopulated using your account information and cannot be edited from this view. • Enter the name, address and contact details of your employer. • Select whether you authorise the Board of Examiners to provide details relating to your application to your employer. • Click **Next** to proceed to the **Education** section.
	SAVE POINT You can click **Save** at this point to close your application and return to it later.	
3	**Education**	• Click **Upload** to upload your required documents. Refer to the *Uploading documents and images* instruction for guidance on uploading files to the Portal. • Click **Next** to proceed to the **Professional experience** section.
4	**Professional experience**	• Upload documents required to support your application. • Click **Next** to proceed to the **Declaration** section.
5	**Declaration**	• Read each declaration and if you agree, select each checkbox. Note that you will not be able to proceed with your application unless each checkbox is selected. • Click **Submit**. • A submission completed successfully message will display.