# Introduction

This Logbook may be used by people as an aid to applying and undertaking the certificate of competence examinations (refer to [Guide](https://www.resourcesregulator.nsw.gov.au/safety-and-health/applications/mining-competence/certificate-of-competence/certificate-of-competence-guide)). Information from this logbook can be inserted into your online application. False or misleading information can result in your application being rejected, or subsequently any certificate granted being cancelled or suspended.

# Information for applicant

Record your appropriate practical experience in the table to satisfy the practical experience requirements as explained in the [Guide: Applying for a certificate of competence](https://www.resourcesregulator.nsw.gov.au/safety-and-health/applications/mining-competence/certificate-of-competence/certificate-of-competence-guide) and includes the [competencies for the statutory function](file:///C%3A%5CUsers%5Chodgesb%5CAppData%5CLocal%5CHewlett-Packard%5CHP%20TRIM%5CTEMP%5CHPTRIM.25264%5CCURRENT%20-%20FORM%20Log%20Book%20for%20experience%20and%20mine%20visits.DOCX). Use one page per workplace/period of work. Insert a summary of the total time and experience roles and tasks in the first row, followed by the time period, role/s and experience for each of the experience types (Extraction, other Mining activities and Supervision) under each heading. Add more rows where appropriate for additional roles if required. The relevant statutory engineering manager or engineer or quarry manager must agree to verify your experience before they are submitted as the verifier in your online application.

# Information for verifiers of experience

**Supervisor/Manager:**

As a supervisor/manager, in agreeing to provide your details for the experience recorded in this log on the page below, you have sighted and verify the details are correct.

**Appropriate statutory function manager or engineer:**

As the authorised statutory function holder at the mine & in agreeing to provide your details, you verify the experience logged is correct for the mine’s operations and suitable to be considered in applying for a certificate of competence ([refer to Guide to applying for certificate of competence](https://www.resourcesregulator.nsw.gov.au/safety-and-health/applications/mining-competence/certificate-of-competence/certificate-of-competence-guide) for experience requirements)

**Company name:** **Site name:** **Mine location:**

**Supervisor/Manager (**one page for each when multiple) Name: Position title:

Telephone: Email contact details:

**Appropriate statutory function manager or engineer**: Name:  Stat function:

Telephone: Email contact details:

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| --- | --- | --- | --- |
| **Date From:****(DD/MM/YY)** | **Date To:****(DD/MM/YY)** | **Period of experience****(Years/Months)** | **Experience (including title of position held and job tasks performed that are relevant to the requirements/competencies)** |
|  | PRACTICAL EXPERIENCE: \_\_\_\_/\_\_\_\_Total time at mine (Years/Months) |
|       |       |       |       |
|  | EXTRACTION DURING PRODUCTION OR DEVELOPMENT WORKS EXPERIENCE: \_\_\_\_/\_\_\_\_Sub-Total Time (Years/Months) |
|       |       |       |       |
|  | DURING OTHER MINING ACTIVITIES EXPERIENCE: \_\_\_\_/\_\_\_\_Sub-Total Time (Years/Months) |
|       |       |       |       |
|  | SUPERVISION EXPERIENCE: \_\_\_\_/\_\_\_\_Sub-Total Time (Years/Months) |
|       |       |       |       |

**Company name:**  **Site name:**  **Mine location:**

**Supervisor/Manager (**one page for each when multiple) Name: Position title:

Telephone: Email contact details:

**Appropriate statutory function manager or engineer**: Name:  Stat function:

Telephone: Email contact details:

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| **Date From:****(DD/MM/YY)** | **Date To:****(DD/MM/YY)** | **Period of experience****(Years/Months)** | **Experience (including title of position held and job tasks performed that are relevant to the requirements/competencies)** |
|  | PRACTICAL EXPERIENCE: \_\_\_\_/\_\_\_\_Total time at mine (Years/Months) |
|       |       |       |       |
|  | EXTRACTION DURING PRODUCTION OR DEVELOPMENT WORKS EXPERIENCE: \_\_\_\_/\_\_\_\_Sub-Total Time (Years/Months) |
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|  | DURING OTHER MINING ACTIVITIES EXPERIENCE: \_\_\_\_/\_\_\_\_Sub-Total Time (Years/Months) |
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|  | SUPERVISION EXPERIENCE: \_\_\_\_/\_\_\_\_Sub-Total Time (Years/Months) |
|       |       |       |       |

**Mine visit to:**      **(Company, Mine site name, Town)**

**Provide copies at oral examination Start a separate page for each visit If required, use more than one page for each visit Extra notes may be attached**

|  |  |  |
| --- | --- | --- |
| Date of visit:       | **What are the objectives of the visit?** | **Were objectives achieved?** |
| Mine Class (tick): Coal [ ]  Extractive [ ]  Metalliferous [ ]  | 1.
 | **[ ]**  |
| Type of mine class (tick): Surface [ ]  Underground [ ]  Processing Plant [ ]  | 1.
 |  **[ ]**  |
|  | 1.
 |  **[ ]**  |

|  |  |  |
| --- | --- | --- |
| **What did you do during your visit?** | **Who did you meet / see?** | **What did you learn?** |
| **Arrive/depart times (Approx.)** | **Activity** | **Name / position** | **Issues discussed with this person** | **From observations in the workplace** | **From discussions with people** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **\*Verification of site visit** - to be signed by **manager at visited operation** or **trainer** **from the training provider** (if visit was organised by the training provider) | \*Name       | \*Job Title       | \*Signature      \*Date       |

**Mine visit to:**      **(Company, Mine site name, Town)**

**Provide copies at oral examination Start a separate page for each visit If required, use more than one page for each visit Extra notes may be attached**

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 |  **[ ]**  |
|  | 1.
 |  **[ ]**  |

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