

# SAMPLE MAINTENANCE OF COMPETENCE LOGBOOK

The table below is an example of each type of learning you are able to claim to meet the requirements of the maintenance of competence scheme for a Practising Certificate for any statutory function. Examples are in the same order as numbered for each type of recognised learning in section 7.3 of the Guide: Maintenance of competence. For further information, please refer to the Guide: Maintenance of competence scheme for practising certificates on the [NSW Resources Regulator website](#).

Activity date	Activity - describe what you are claiming to show that it complies (refer Guide for wording and ensure it is claimable)	Areas of competence							Formal learning (minimum)	Non-formal / informal (maximum)	Total learning hrs claimed	
		Mining/WHS systems (min1/3 total hrs)				Combined three areas (minimum1/3 total hrs)						General WHS topics (max (1/3 total hrs))
		SMS	PHs	PCPs	SCMs	Legislation	Emergency management	Leadership & management				
14-15 August 2017	NSW Mining HSEC Conference, WHS various topics incl. XXXX  - learnt of Maintenance of Competence Scheme and latest controls for health management to update ABC mine policy/procedures  (conference brochure and receipt of payment)				3	1.5 (Maintenance of competence)		1.5	6	12		12
26 August 2017	Change Management Course, University of Sydney, Centre for Continuing Education  - latest change management model approaches to apply for changes at ABC Mine for WHS							7		7		7

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	(statement of attendance)											
7/9/17	First Aid Course (HLATAID003), Coal Services  - keep up to date  (statement of attainment)						6			6		6
19/9/17	Ground control, internal presentation by John Citizen, Geotechnical Engineer at ABC Mine – changes for hazards and controls at mine (minutes of meeting)		1							1		1
10/10/17	Joy Global, latest continuous miner (remote capability), Rutherford, Bill Bloggs, Engineer – informed purchasing (booking email, course outline)				3					3		3
14/10/17	Read article ‘Spontaneous combustion – a thing of the past?’, ABC University Journal, July 2017 – learnt not to be		1								1	1

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	complacent about controlling this hazard (scanned copy of article)											
1/11/17	Visit to Peats Quarry to view truck fleet (Volvo), Hytec - informed purchasing trucks (copies of emails confirming visit and follow up)		2		1						3	3
14/11 to 4/2/18	Mentored Undermanager (John Smith) for manager certificate of competence examinations – refreshed myself on legislation requirements (email and training record for John)	1	3	1		1	2	2	1		11	11
6/12/17	Participate in emergency exercise, ABC Mine – learnt where we can improve (email, report on outcome of exercise)						8				8	8
12/12/17	Attended meeting on light vehicle incidents with XYZ Mine, Muswellbrook – learnt after sales accessories may increase risks		3	2	1				1		7	7

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	(emails for arrangements & outcomes)											
29/8/17	AIMEX, Sydney – learnt of new controls for ug crushers (email of ticket entry)				7				1		8	8
30/8/17	Mines Rescue Training session on CABA refresher, Mines Rescue – remained competent in CABA (copy of training record for 2017)						2				2	2
15/12/17	Lead risk assessment for commissioning of winder for main shaft, ABC mine – learnt of winder hazards and controls (minutes)	6									6	6
15/12/17	Review principal hazard management plan for winders, ABC mine – learnt of integrating the plan with relevant control plans (minutes of review)		2								2	2
8/1/18	Investigation into reported incident with injury for Joe			2	2				0.5		4.5	4.5

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	Bloggs, ABC Mines – learnt how to improve handrail maintenance (investigation report VN18/2344)											
28/6/2017	Presentation on Coal Outbursts to Mine Managers Association Seminar – my research found new technologies to apply (emails and paper presented)		1								1	1
30/6/17	Presentation to Undermanagers and Deputies on Coal Outbursts, ABC Mine – learnt how to apply and communicate new controls (minutes of meeting)		0.5								0.5	0.5
9/9/17	Meeting with Education Officer, Resources Regulator on MSD and Publications – learnt about resources to educate the workforce on MSD, Maitland, 2-4pm (emails confirming visit)								2		2	2

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