

Renewal application for a certificate of competence

This application form is for certificate of competence (CoC) holders who are renewing their certificate under the Health and Safety at Work (Mining Operations and Quarrying Operations) Regulations 2016 (the Regulations).

Email: BoE_Secretariat@worksafe.govt.nz **Post:** New Zealand Mining Board of Examiners (BoE) Secretariat, PO Box 165, Wellington 6140

1. Applicant details

Full name:

Gender: Male Female Other

Date of birth: DD / MM / YEAR

Mobile phone:

Work phone:

Email:

Physical address: (include postcode)

Postal address: (with company name if applicable) Same as above

Company name and address:

Signature:

Date: DD / MM / YEAR

2. CoC/s due for renewal

COCC TYPE	CERTIFICATE NUMBER	EXPIRY DATE ON CERTIFICATE
<input type="radio"/> Site Senior Executive (SSE)		DD / MM / YEAR
<input type="radio"/> First Class Mine Manager		DD / MM / YEAR
<input type="radio"/> First Class Coal Mine Manager		DD / MM / YEAR
<input type="radio"/> A Grade Opencast Coal Mine Manager		DD / MM / YEAR
<input type="radio"/> B Grade Opencast Coal Mine Manager		DD / MM / YEAR
<input type="radio"/> A Grade Quarry Manager		DD / MM / YEAR
<input type="radio"/> B Grade Quarry Manager		DD / MM / YEAR
<input type="radio"/> A Grade Tunnel Manager		DD / MM / YEAR
<input type="radio"/> B Grade Tunnel Manager		DD / MM / YEAR
<input type="radio"/> Supervisor		DD / MM / YEAR
<input type="radio"/> Coal Mine Deputy		DD / MM / YEAR
<input type="radio"/> Coal Mine Underviewer		DD / MM / YEAR
<input type="radio"/> Electrical Superintendent ¹		DD / MM / YEAR
<input type="radio"/> Mechanical Superintendent		DD / MM / YEAR
<input type="radio"/> Mine Surveyor		DD / MM / YEAR
<input type="radio"/> Ventilation Officer		DD / MM / YEAR
<input type="radio"/> Winding Engine Driver		DD / MM / YEAR
<input type="radio"/> Manager to manage the quarrying operation specified in the certificate		DD / MM / YEAR

3. First aid certificate requirements

In accordance with the Regulations, you are required to hold a current first aid certificate.

You must provide a **certified** copy of your current first aid certificate.

¹ Electrical Superintendent: If you are applying to renew an Electrical Superintendent CoC you are required to hold a practising license under the Electricity Act 1992.

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4. Fit and proper person

In accordance with the Regulations you are required to demonstrate that you are a fit and proper person to hold and renew your CoC.

Please complete pages 3–4 of this form.

Ministry of Justice criminal record check

You must provide a **certified** copy of your New Zealand criminal record check.

Request your criminal record check from the [Ministry of Justice](#). This must be provided even if there are no convictions listed.

The date on your criminal record check must not be more than three months old upon receipt of your application.

If you have lived overseas for a period of 12 months or more within the previous five years of your application, you must also provide a criminal history check from that country/ies.

You can find more information on how criminal records are considered in the [Fit and proper person policy](#)

Confirmation of Identity

You must provide a **certified** copy of one of the following documents to confirm your identity.

Please indicate which current form of identity is being provided (unexpired):

- a New Zealand driver's licence
- a current refugee travel document used by or on behalf of the government of New Zealand
- a New Zealand or overseas passport
- a New Zealand firearms licence
- a current certificate of identity
- a New Zealand Police or New Zealand Defence Force photo identity card issued to non-civilian staff.

5. Continuing professional development (CPD) logbook

In accordance with the Regulations a CoC holder must demonstrate they have complied with CPD requirements. The latest CPD requirements can be found in the [gazette notice: Continuing Professional Development Requirements\) Notice 2019](#)

To demonstrate you comply with the CPD requirements you must provide your CPD logbook and supporting evidence.

Please indicate which logbook or combination of the following logbooks you will be submitting:

- old paper based CPD logbook
- online CPD logbook
- new CPD logbook
- WorkSafe-endorsed CPD logbook

Online CPD logbooks

To access and review your online CPD logbook, WorkSafe requires your permission:

- I agree to WorkSafe accessing my online CPD logbook and supporting evidence.

All CPD activities completed from 1 February 2020 must be recorded in the new logbook. If you want you can also record CPD activities completed before 1 February 2020 in the new logbook.

The new CPD gazette notice requires CoC holders to provide evidence that demonstrates they attended or completed all CPD activities. However, because there are some situations in which a CoC holder may be unable to provide this, use the alternative evidence form to indicate which steps have been taken to get the evidence, and what alternative evidence can be provided.

The alternative evidence form should also be used in cases where the CoC holder has previously recorded an informal CPD activity that didn't require evidence.

There are transitional arrangement for the new CPD requirements. If you gained your CoC before 1 January 2018, you will have a reduced hourly requirement. For further information check the CPD guidelines.

The new CPD guidelines, logbook and alternative evidence form can be found on the WorkSafe website: worksafe.govt.nz

6. Payment

NZ\$80.00 for each renewal Certificate of Competence

In accordance with the fees set out in Schedule 2 of the Regulations, an application to renew a CoC is to be accompanied by the fee shown below:

Certificate	Fee
Issue of renewal certificate of competence	\$80.00

All fees are GST inclusive.

- Please tick if a GST invoice is required and ensure that the correct billing address is provided.

Please indicate how you will make payment for this certificate of competence(s):

- Payment by cheque**
Please make cheques out to WorkSafe New Zealand. Please send all cheques to: New Zealand Mining Board of Examiners (BoE) Secretariat, PO Box 165, Wellington 6140

- Payment by direct credit**
To ensure payment reaches the BoE secretariat, complete the fields in the direct credit form/online accurately in the manner indicated below:

Account Name: WorkSafe NZ
Bank: Westpac Account: 03-0251-0040445-000
Particulars: Last name
Code: First name
Reference: Extractive CoC

Number of CoCs applied for:

Total amount: \$

Date of payment: DD / MM / YEAR

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FIT AND PROPER PERSON

To hold a certificate of competence under the Health and Safety at Work (Mining Operations and Quarrying Operations) Regulations 2016 (the Regulations) you are required to be a fit and proper person. You as the applicant must complete, sign and date this form no more than three months before we receive it. You must complete this form correctly for your application to be valid.

7. Change of name

Complete if applicable.

If your name has changed for any reason, please provide a copy of one of the following items (as relevant).

- Marriage certificate
- Statutory declaration
- Deed poll
- Civil union certificate
- Certificate of annulment
- Divorce papers
- Other similar proof of name change

8. Mandatory questions

The following information is collected for the purposes of Regulation 38 of the Regulations, which requires an applicant for a certificate of competence to be a fit and proper person to hold that certificate of competence.

Note that you may be eligible under the Criminal Records (Clean Slate) Act 2004 to state that you have no criminal record even if you do have convictions. For more information please refer to the Ministry of Justice website: justice.govt.nz

Each application will be considered on its individual merits. When assessing whether an applicant is a fit and proper person, the New Zealand Mining Board of Examiners will take into account any matters it considers relevant, particularly the information provided below.

Answer the following questions by ticking the boxes that applies to you.

1. Have you had any document, or certificate of competence (or other similar license or document) suspended, cancelled or revoked (in any country)? Yes No
2. Have you (in any country) previously had an application for a document or certificate of competence rejected? Yes No
3. Have you been convicted for any criminal offence (in any country)? Yes No
4. Are you presently facing charges for any offences (in any country)? Yes No
5. Do you have any other information relevant to the Board's assessment of whether you are a fit and proper person? Yes No

If you ticked yes to any of the questions above, give details here.

Include an explanation of the circumstances and steps taken to address the issue, and attach any evidence to support these steps (such as references, certificates etc). Your application is likely to progress more quickly if the information you provide here is complete.

Additional information

(Continue on a separate sheet of paper if necessary. Remember to sign and date any separate pages you include with this form.)

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FIT AND PROPER PERSON

9. Criminal history

Please attach a **certified** copy of your current New Zealand criminal record. This is available from the Ministry of Justice website: justice.govt.nz

Please also attach a **certified** copy of your criminal record history from all countries outside of New Zealand in which you have lived for more than 12 consecutive months within the last five years.

Your report must be no more than three months old.

Please list below any attachments:

Your certificate of competence may be cancelled if you provide any false information in relation to the matters on this form, or if you are no longer a fit and proper person

10. Consent

I authorise the collection by and the disclosure to the New Zealand Mining Board of Examiners for any of the following information about me for the purposes of determining my eligibility to be issued, and to hold, a certificate of competence under the Health and Safety at Work (Mining Operations and Quarrying Operations) Regulations 2016: my knowledge of and compliance with the health and safety regulatory requirements (including any regulatory action taken), and any criminal investigations, charges, and convictions (including in relation to health and safety offences). I understand that this information may be collected from, and disclosed by, any relevant person, organisation, or government department (including in Australia).

Signature:

Date: DD / MM / YEAR

11. Privacy statement

This information is being collected for the purposes of determining your eligibility to be issued, and to hold, a certificate of competence under the Health and Safety at Work (Mining Operations and Quarrying Operations) Regulations 2016. The intended recipient of the information is the New Zealand Mining Board of Examiners.

This information is being collected and held officially by the New Zealand Mining Board of Examiners.

The address of WorkSafe New Zealand is: PO Box 165, Wgtn 6140

This information is being collected under regulation 38 of the Health and Safety at Work (Mining Operations and Quarrying Operations) Regulations 2016. If you fail to provide the information sought, it may result in your application for a certificate of competence being refused.

You have the right to access, and request correction of, any personal information about you held by WorkSafe New Zealand (including the information provided on this form).

12. Declaration

Signature:

Date: DD / MM / YEAR

By ticking this box, you (the above named person) declare that to the best of your knowledge and belief the statements made and the information supplied in this form and the attachments are true, complete and correct.

13. Checklist

Documents that must be certified are required to be certified by one of the following authorised persons: a lawyer, Justice of the Peace, Court Registrar, or notary public.

Have you:

- Completed the Applicant Details on page 1.
- Noted CoC/s due for renewal on page 1.
- Provided a **certified** copy of your current first aid certificate.
- Completed the Fit and Proper Person information on pages 3-4.
- Provided a **certified** copy of your Ministry of Justice criminal record check dated no more than 3 month from submission of application.
- Provided a **certified** copy of your identification.
- Provided your CPD logbook/s with supporting evidence for all CPD entries.
- Provided payment and completed payment information on page 2.