

Application for a new certificate of competence

Use this form to apply for a new certificate of competence (CoC) under the Health and Safety at Work (Mining Operations and Quarrying Operations) Regulations 2016.

Email: BoE_Secretariat@worksafe.govt.nz

Post: BoE Secretariat, PO Box 165, Wellington 6140

1. Applicant details

Full legal name:

Physical address: (include postcode)

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

Date of birth: DD / MM / YEAR

Mobile phone:

Work phone:

Email:

Company name and address:

Signature:

Date: DD / MM / YEAR

2. Application type

- ☐ Site Senior Executive
- ☐ First-class Mine Manager
- ☐ First-class Coal Mine Manager
- ☐ A-grade Opencast Coal Mine Manager
- ☐ B-grade Opencast Coal Mine Manager
- ☐ A-grade Metalliferous Mine Manager
- ☐ B-grade Metalliferous Mine Manager
- ☐ A-grade Quarry Manager
- ☐ B-grade Quarry Manager
- ☐ Manager to manage the quarrying operation specified in the certificate
- ☐ A-grade Alluvial Mine Manager
- ☐ B-grade Alluvial Mine Manager
- ☐ A-grade Tunnel Manager
- ☐ B-grade Tunnel Manager
- ☐ Coal Mine Underviewer
- ☐ Coal Mine Deputy
- ☐ Gas Monitor
- ☐ Electrical Superintendent
- ☐ Mechanical Superintendent
- ☐ Mine Surveyor
- ☐ Ventilation Officer
- ☐ Winding Engine Driver

If you have additional requirements for your work (explosives, underground coal), you will need to complete a separate application form in addition to this form. Refer to our website for information on [Additional competency requirements](#)

3. NZQA - Record of Achievement

Please obtain an official transcript of your Record of Achievement from NZQA (New Zealand Qualifications Authority).

You can obtain this by contacting NZQA on 0800 697 296, or online: www.nzqa.govt.nz

You will need to provide a certified copy of this document.



Application for a new certificate of competence

4. Certification

You must provide a certified copy of all documentation; this means it is required to be certified by an authorised person such as a lawyer, Justice of the Peace, Court Registrar, or notary public, to confirm that it is a true copy of the original document.

5. Fit and proper person form

Refer to Appendix A.

6. Experience log book

Experience required for the granting of the certificate of competence should be noted in a Certificate of competence experience log book. A copy of a log book can be found on the WorkSafe website: worksafe.govt.nz/Extractives

7. Payment

NZ\$140.00 per certificate of competence applied for.

In accordance with the fees set out in Schedule 2 of the Health and Safety at Work (Mining Operations and Quarrying Operations) Regulations 2016, an application for a certificate of competence is to be accompanied by the fee shown below:

Certificate	Fee
Issue of any certificate of competence	\$140.00

All fees are GST inclusive.

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

☐ **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

Date of payment: DD / MM / YEAR

Amount:

8. Checklist

Please check you have completed and understand the following:

Unit standards

- ☐ I have completed the required unit standards for the CoC type requested.

First aid certificate

- ☐ I have enclosed a certified copy of my current first aid certificate.

Identification

- ☐ I have enclosed a certified copy of a current identification document.

Certificate of competence experience log book/employment history

- ☐ I have attached a verified copy of my experience log book.

Your details

- ☐ I have completed all the details on pages 1 and 2.

Fees

- ☐ I have made payment and completed payment information on page 2.

Fit and proper person form

- ☐ I have completed the fit and proper person form in Appendix A.

NZQA – Record of Achievement

- ☐ I have enclosed a certified copy of an official transcript of my Record of Achievement from NZQA.

Ministry of Justice history criminal check

- ☐ I have enclosed a certified copy of my criminal conviction history report.
Note: This must be no more than three months old and you must obtain this report directly from the [Ministry of Justice](https://www.justice.govt.nz/)

For any queries, please contact WorkSafe New Zealand:
BoE_Secretariat@worksafe.govt.nz

Please return the completed form and attachments to:
BoE_Secretariat@worksafe.govt.nz

or BoE Secretariat, PO Box 165, Wellington 6140

Application for a new certificate of competence

Appendix A: Fit and proper person form

To hold a certificate of competence under the Health and Safety at Work (Mining Operations and Quarrying Operations) Regulations 2016 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.

Email: BoE_Secretariat@worksafe.govt.nz

Post: BoE_Secretariat, PO Box 165, Wellington 6140

Personal details

Full legal name:

Other name(s): (maiden name etc)

Date of birth: DD / MM / YEAR

Mobile:

Email:

Physical address: (include postcode)

Postal address:

☐ Same as above

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

Confirmation of identity

Please enclose a **certified COPY** of one of the following items to confirm your identity. The copy must be of a current (unexpired) document.

- ☐ A New Zealand driver's licence
- ☐ 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
- ☐ A current refugee travel document used by or on behalf of the government of New Zealand

Purpose of application

Which certificate of competence are you applying for?

- ☐ Site Senior Executive
- ☐ First-class Mine Manager
- ☐ First-class Coal Mine Manager
- ☐ A-grade Opencast Coal Mine Manager
- ☐ B-grade Opencast Coal Mine Manager
- ☐ A-grade Metalliferous Mine Manager
- ☐ B-grade Metalliferous Mine Manager
- ☐ A-grade Quarry Manager
- ☐ B-grade Quarry Manager
- ☐ Manager to manage the quarrying operation specified in the certificate
- ☐ A-grade Alluvial Mine Manager
- ☐ B-grade Alluvial Mine Manager
- ☐ A-grade Tunnel Manager
- ☐ B-grade Tunnel Manager
- ☐ Coal Mine Underviewer
- ☐ Coal Mine Deputy
- ☐ Gas Monitor
- ☐ Electrical Superintendent
- ☐ Mechanical Superintendent
- ☐ Mine Surveyor
- ☐ Ventilation Officer
- ☐ Winding Engine Driver



Application for a new certificate of competence

Appendix A: Fit and proper person form

Mandatory questions

The following information is collected for the purposes of Regulation 38 of the Health and Safety at Work (Mining Operations and Quarrying Operations) Regulations 2016, 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.

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 box that applies to you.

1. Have you had any CoC or other similar authorisation suspended, cancelled or revoked (in any country)?	☐ Yes	☐ No
2. Have you previously had an application for any CoC or other similar authorisation declined (in any country)?	☐ Yes	☐ No
3. Have you been convicted for any criminal offence within the last seven years (in any country)?	☐ Yes	☐ No
4. Do you have any pending investigations or criminal proceedings against you (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.)

Application for a new certificate of competence

Appendix A: Fit and proper person form

Criminal history

Please attach a copy of your recent New Zealand criminal record. This must be obtained directly from the [Ministry of Justice](#)

Please also attach a 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:

The Criminal Records (Clean Slate) Act 2004 provides a clean slate scheme for eligible individuals, preventing access to their criminal records. You must disclose all of your convictions if you are not protected by this scheme.

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

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. 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

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, Wellington 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).

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.