

To be issued under Sections 18 to 24 of the Health & Safety in Employment  
(Mining Administration) Regulations 1996

## Step 1 Employer's Details

<b>Name of Employer</b>	
<b>Employer Postal Address</b> (Note: the certificate will be sent by courier to this site address. Please do not specify a PO Box unless you can receive packages in it.)	
<b>Work Phone</b>	<b>Work Fax</b>

## Step 2 Applicant's Details

<b>First Name</b>	<b>Middle Name</b>	<b>Last Name</b>
<b>Your Home Address</b>		<b>Date of Birth</b> ____/____/19____
<b>Home Phone</b>	<b>Mobile</b>	<b>Email Address</b>
<b>Certificate applied for</b>		
<b>Sign here</b>	<b>Date</b> ____/____/20____	

### First Aid Certificate

A copy of a **current** first aid certificate **must** accompany applications for Underground Coal COCs. These are valid for **two years only**; refresher training must be undertaken to keep it current. It is strongly encouraged that a current first aid certificate is held by all applicants as best practice for their site, especially when dealing with explosives.

### Unit Standard Training and Experience required for this COC

Please refer to the 'Gazette notice of COC work experience requirements as at 1 October 08' for current information on the unit standards and experience required. The Gazette notice and summary sheets of the required unit standards are available on our website at:

[http://www.exito.org.nz/qualifications/qualifications\\_certificates\\_of\\_competence.asp](http://www.exito.org.nz/qualifications/qualifications_certificates_of_competence.asp):

These documents are also available from EXITO on request.

### Step 3 Statement of Work History

Please outline your work history relevant to the COC you are applying for:

Name of Employer	Name & Locality of Mines, Quarries, Tunnel, Coal Mines	Period of Employment From To	Role or Nature of Employment	Contact Details Phone/Email
<b>Current / Most Recent Employer:</b>				
Work Carried Out				
<b>Previous Employers:</b>				
Work Carried Out				
Work Carried Out				
Work Carried Out				
Work Carried Out				

Continue on separate page if necessary. The above must be confirmed by a Referee (see Step 4).

**Step 4 Referee – Verification of Work History**

**Notes to the COC Applicant:**

The following must be completed by a person who can verify the following information for you. **This person would normally be the Manager responsible for ensuring the statutory regulations of your site are adhered to, or a Site Inspector.**

**Referee to fill in:**

Name of Referee:			
Position:			
Company:			
Referee Contact Details:	Work Tel:		Mobile:

**Referee Statement (Please initial below to verify your statement):**

I am acting as a referee for: \_\_\_\_\_

I have known this person for: \_\_\_ years \_\_\_ months

My relation to this person is \_\_\_\_\_

I attest that the information on page 2 is correct:

I believe that he/she is a fit and proper person to hold this Certificate

I am authorised by the company to make such a statement.

<b>Initial</b>

<b>Referees Signature:</b>		Date:	
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<i>To be countersigned by site inspector when the candidate and the authorised company person are the same person.</i>			
<i>Signature:</i>		<i>Date:</i>	

## Information for Underground Coal Applications

Applications for the following COCs have additional requirements as indicated:

Underground Certificate Type	First Aid Certificate	Gas Tester Certificate of Competence
Gas Tester	<input checked="" type="checkbox"/>	
Coal Mine Deputy	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Coal Mine Underviewer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
1 <sup>st</sup> Class Coal Mine Manager	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

## Step 4 Payment

The application is to be accompanied by the required fee shown below. EXITO will invoice the company directly for this fee unless a cheque is received. Please write your cheque out to EXITO. All fees are GST inclusive.

Certificate	Fee	Fee including frame
<b>Underground</b>		
First-class mine manager	\$25.56	\$35.56
First-class coal mine manager	\$25.56	\$35.56
Coal mine underviewer	\$25.56	\$35.56
Coal mine deputy	\$15.33	\$25.33
A-grade tunnel manager	\$25.56	\$35.56
B-grade tunnel manager	\$15.33	\$25.33
Mine surveyor	\$25.56	\$35.56
Gas tester	\$15.33	\$25.33
Winding Engine Driver	\$15.33	\$25.33
<b>Surface</b>		
A-grade opencast coal mine manager	\$25.56	\$35.56
B-grade opencast coal mine manager	\$15.33	\$25.33
A-grade quarry manager	\$25.56	\$35.56
B-grade quarry manager	\$15.33	\$25.33

## Step 5 Checklist

Please check that you have completed the following:

- Unit Standards**
- I have completed the required Unit Standards
- Your Details**
- I have completed all the details on page 1
- I have completed the 'Evidence of Experience' (page 2)
- Referee Details**
- My 'Evidence of Experience' has been verified by a Referee (pg 3)
- First Aid Certificate**
- I have enclosed a copy of my current first aid certificate
- Gas Tester COC**
- I have enclosed a copy of my current Gas Tester COC (underground coal)
- Fees**
- I have enclosed a cheque for the fee OR
- I have given a company Purchase Order No. (PO): \_\_\_\_\_

**For any queries please contact:**

Heather Pain Tel. 03 964 4711 or Email: [heather@exito.org.nz](mailto:heather@exito.org.nz)

**Please return the completed form and attachments to EXITO at the address below:**