



NSW LICENCE LICENSING OF FACILITIES FOR REPAIR OF REELING, TRAILING AND FLEXIBLE FEEDER CABLES USED IN NSW UNDERGROUND COAL MINE HAZARDOUS ZONES APPLICATION FORM

Clause 149, Coal Mine Health and Safety Regulation 2006

EXPLANATORY NOTES

This form is to be used to apply for a licence assessment to conduct activities specified in sub-clause 149(1)(b) of the *Coal Mine Health and Safety Regulation 2006*. Application can only be made by a corporation.

LODGEMENT INSTRUCTIONS

1. You must complete all sections of this form.
2. You must lodge your application with New South Wales Department of Primary Industries (NSW DPI) at the address below.
3. You must sign each page of this application.
4. You must sign and date the declaration on the page five.

APPLICATION CHECKLIST

Please tick the appropriate box to ensure that your application is complete and secure or enclose the necessary attachments to the application prior to submission.

CHECKLIST	TICK
3. All applicant's details provided	<input type="checkbox"/>
4. Requirements for licensing has been meet and information provided:	
(i) quality certificate and schedule included	<input type="checkbox"/>
(ii) competency and signatory matrix included	<input type="checkbox"/>
(ii) key equipment, instruments and identify calibrated items.....	<input type="checkbox"/>
(iv) current list of work procedures	<input type="checkbox"/>
(v) current list of standards, approvals and other essential library resources	<input type="checkbox"/>
(vi) record retention policy	<input type="checkbox"/>
5. Applicant's declaration:	
(i) history of convictions under health and safety legislation	<input type="checkbox"/>
(ii) history of convictions under criminal legislation	<input type="checkbox"/>
(ii) arrangements for training in safe work methods	<input type="checkbox"/>
(iv) arrangements for carrying out of licensable activities by competent persons...	<input type="checkbox"/>
(v) quality certificate and schedule attached	<input type="checkbox"/>
(vi) declaration completed and proof of identity provided	<input type="checkbox"/>
In addition, signature required on each page of application	<input type="checkbox"/>



PRIVACY COMPLIANCE STATEMENT

This information is collected by NSW DPI for the purposes of undertaking an evaluation, assessment and processing of an application for a licence to carry out activities specified in the NSW *Coal Mine Health and Safety Regulation 2006* and is required by that Regulation.

This information may also be used by NSW DPI for the purposes of confirming applicant details in the event replacement licences are applied for, and may also be used to establish and maintain a database and to assist NSW DPI NSW and its inspectorate with its work generally.

Except for the purposes of prosecution and unless such disclosure is otherwise required by law, the information will not be accessed by any third parties in a way that would identify the individual without the consent of that individual.

You may also apply to NSW DPI to access and correct any information NSW DPI holds if that information is inaccurate, incomplete, not relevant or out of date. Applications should be made in writing to the following address

Licensing Unit
New South Wales Department of Primary Industries
Mine Safety Technology Centre
8 Hartley Drive
THORNTON 2322
PO Box 343
HUNTER REGION MAIL CENTRE 2310
Email: MineSafety.Registration@dpi.nsw.gov.au

or by phoning:
Privacy Contact Officer, NSW DPI - 02 4924 4000

1. GRANT OF LICENCE

(i) Power to grant a licence

The Chief Inspector has power to grant to a facility a licence to repair flexible reeling, trailing and feeder cables for use in a hazardous zone of a NSW underground coal mine as detailed below, either conditionally or unconditionally; or to refuse an application for such a licence. (Clause 154 of the *Coal Mines Health and Safety Regulation 2006* (the Regulation).

(ii) Commencement and duration of licence

This licence takes effect on and from date of granting and remains in force for five years or until it is revoked, varied or amended (clause 156, 158 and 160, the Regulation).

(iii) Effect of licence

A person must not carry on the business of a licensable activity at or in connection with a coal operation, otherwise than in accordance with a licence relating to that activity (Clause 150 (1) of the Regulation).

A person must not contravene the conditions of a licence or direct or allow another person to contravene the conditions of a licence (clause 150 (3) of the Regulation).

This approval and the requirements under its conditions do not limit –

- (a) any obligations imposed on the mine manager or a mine electrical engineer by clause 19 (Electrical Engineering Management Plan) of the Coal Mines Health and Safety Regulation 2006 or any other provision of the Coal Mines Health and Safety Act 2002 or, the Occupational Health & Safety Act 2000 or the regulations under either of those Acts; or
- (b) any obligations imposed on the mine owner or any other person by any provision of those Acts or regulations.



2. COMPLIANCE ASSESSMENT SCHEMES FOR LICENSING

The Chief Inspector has the power to grant to a facility a licence to *repair flexible reeling, trailing and feeder cables of a type referred to in clause 19 (1)(e)(ii) for use in a hazardous zone* as detail below, either conditionally or unconditionally; or to refuse an application for such a licence (refer to Clause 154 of the NSW Coal Mines Health and Safety Regulation 2006).

Applicants will be assessed, by DPI Inspectors of Electrical Engineering and/or Mine Safety Officer-Electrical Engineering, against DPI Technical Reference EES-007 *Licensing of Cable Repair Facilities for Reeling, Trailing and Flexible Feeder Cables used in NSW Underground Coal Mine Hazardous Zones* and AS/NZS 1747 *Reeling, trailing and feeder cables used in mining-Repair, testing and fitting of accessories*. Applications will only be accepted from quality accredited workshops that have at least one cable repair signatory employed full time at the site.

3. APPLICANT DETAILS

Corporation (legal) name:

ABN:..... Trading name (if different to above):

Registered corporation (street) address:

Suburb/town: State: Postcode:

Postal address (if different to above):

Telephone number (office): (mobile):

Facsimile number: (email):

Workshop address (if different to above):

Preferred contact at Workshop address:

4. REQUIREMENTS FOR LICENSING

A licensable cable repair workshop must show compliance with the following minimum criteria:

- (i) Maintain a quality management system to AS/NZS ISO 9001 certified by a JAS-ANZ accredited body or a signatory to the International Accreditation Forum – Multilateral Agreement for Quality Management Schemes. The scope of quality accreditation must include the workshop cable repair activities.

Does your workshop quality accreditation nominate cable repair activities?
 Yes No

If yes, please attach a copy of certificate and schedule.

- (ii) Maintain a competencies for cable repair activities and at least one cable repair signatory in full-time employed at the workshop.

Does your workshop maintain competencies and signatory(ies) necessary to fulfil the licensable activity?
 Yes No



If yes, please attach a copy of the workshop competencies and signatory(ies) matrix.

- (iii) Have access to the necessary equipment, instruments and maintain calibration to successfully repair and verify the integrity of flexible cables.

Does your workshop have access to the necessary equipment, instruments and maintain calibration to successfully repair and verify the integrity of flexible cables?

Yes No

If yes, please attach a summary of key equipment, instruments and identify calibrated items.

- (iv) Possess procedures deemed suitable to maintain a high quality of cable repair.

Does your workshop process procedures deemed suitable to maintain a high quality of cable repair?

Yes No

If yes, please attach a current list of work procedures used within the workshop.

- (v) Possess a library of standards, guidelines, technical references and approval documents as guidance material for high quality cable repairs and maintenance of explosion protection characteristics of plugs and couplers.

Does your workshop possess a library of standards, guideline, technical reference and approval documents?

Yes No

If yes, please attach a current list of library resources used within the workshop.

- (vi) Retain historical records of all repairs made to cables used in NSW coal mines.

Does your workshop retain historical records of all repairs made to cables used in NSW coal mines?

Yes No

If yes, please attach a copy of the workshop records retention policy.

5. APPLICANT'S DECLARATION

Eligibility for a licence as stated in clause 153 of the regulation requires a corporation to have at least one individual involved in management of the corporation to hold appropriate qualifications. As per clause 153 (2) a person holds appropriate qualifications if the person:

- (a) has demonstrated his or her knowledge of safe working methods in relation to the licensed activity, or
(b) has completed a course of training specified by the Chief Inspector in relation to the licensed activity, or
(c) has, in the opinion of the Chief Inspector, appropriate experience or training in the carrying out of the licensed activity, or
(d) has any facilities or quality assurance arrangements specified by the Chief Inspector.)

Note: NSW DPI may request an examination or assessment of the licence applicant.

- (i) Have the corporation, directors or workshop signatories been convicted of an offence under the Occupational Health and Safety Act 2000, the Coal Mine Health and Safety Act 2002 or the Coal Mine Health and Safety Regulation 2006 or any other equivalent legislation in Australia or elsewhere in the last 10 years?

Yes No



If yes, please attach a sheet providing details of the offence, result and/or penalty, and what you have done since the offence to ensure compliance with relevant legislation.

(ii) Has your corporation been convicted of a criminal offence?

Yes No

If "Yes", please provide details:

(iii) Appropriate arrangements exist to ensure that the corporation's employees have had training in safe working methods in relation to the licensable activity:

Yes No

If "Yes", please attach details; attachment title(s):

(iv) Appropriate arrangements exist to ensure that a competent person fulfils the licensable activity and is supervised by an appropriately qualified person:

Yes No

If "Yes", please attach details; attachment title(s):

(v) Appropriate Quality Assurance assessment covers the licensable activities:

Yes No

If "Yes", please attach quality assurance certificate and schedule.

(vi) Director applying on behalf of a corporation to complete the following declaration and sign this section and each page of the application:

I (print your name in BLOCK LETTERS):

Position:

Telephone (home / work): (mobile):

of (print your home or work address):

Suburb / town: Postcode:

hereby declare that:

- I am 18 years of age , or over;
- The information contained in this application is true and correct in every particular;
- I consent on behalf of the corporation to the making of inquiries of and the exchange of information with, the authorities of any State or Territory regarding any matter relevant to this application;
- The company on whose behalf I am applying has not held a licence under the *Coal Mine Health and Safety Regulation 2006* which has been suspended or cancelled in the last five years;
- The company on whose behalf I am applying does not hold a licence in another state or territory subject to cancellation for the same class of work as in this application;

Signature of person making this declaration:

Date:

