

**APPLICATION CHECK LIST October 2018  
for Underground Mine or Quarry Manager's Certificate of Competency in SA**

APPLICATION FROM (SURNAME).....(GIVEN NAMES) .....

The Chief Inspector of Mines has the responsibility of assessing applications for underground mine and quarry manager's certificates. All applications should provide the following. Applications that have not been presented in accordance with this checklist, will not be assessed.

- check that you match the type of certificate you are applying for (refer pages 4-5 and 11-14 of the *Mines and Works Inspection Regulations 2013*). Only one type of certificate to be applied for per application. Note that the Chief Inspector of Mines will make the final decision as to what type of certificate is applicable to your circumstances.
- provide two signed references; one from a current employer, and one from a previous employer, that can attest to your good character. References to be on Company letterhead.
- itemise your tasks undertaken in weeks, and/or months on pages 3 and 4 of the application (*scant information is not acceptable and you will be asked to provide further information if it is not clear to the Chief Inspector of Mines that you have completed the required experience*). You need a total of three years experience, including one year having been 'hands on' relevant experience as part of the three year total. You are also required to have verified supervisory experience. Letters of support for your experience should not take the place of the signed verification on the tables.
- provide **signed** (not initialled) verification from current and/or previous employer/s on pages 3 and 4 of the application, confirming by the employers that you have performed the tasks listed and for the period of time listed and confirming your supervisory experience. Unsigned experience is not acceptable to the Chief Inspector of Mines. **Letters of support for your experience must not take the place of the signed verification on the tables.**
- provide any other information as attachments which you believe may be of support to your application.
- Restricted certificates only - include a letter of support from your current employer to the Chief Inspector of Mines, and outline reasons why a Restricted Certificate is sought- refer Page 4, last paragraph of part 4 from the 'Guidelines for persons applying for a underground mine or quarry manager's certificate of competency.
- I have read and understood the 'Guidelines for persons applying for a underground mine or quarry manager's certificate of competency' and the *Mines and Works Inspection Regulations 2013*.
- your application is to be filled out by yourself and signed, then signed and witnessed by a Justice of the Peace (JP) or equivalent that your application is true and correct.
- you must provide a verified and witnessed copy of your qualifications and accompanying academic statements from the JP or equivalent that they have sighted the originals.
- one original of your completed application (including attachments) + one copy (including all attachments), to be submitted to the Administrator by post. Tip; it is best to make two originals so that you can keep one with original signatures on it.
- please use bulldog clips to keep your applications together. Do not use staples, or place in folders, files or plastic sleeves. Single sided pages only. No double sided of any documentation.
- include the current application fee of \$30.75. Payment by credit card only (Visa or Master only). Do not send cash, cheques or money orders. Use the Payment form provided.
- Important – I have kept a copy of my whole completed application (including attachments) for my own records.
- Tick this box if you would like to receive email safety alerts from within the mining industry.

Signed.....by Applicant ...../...../..... Date  
**Return this completed form with your applications and payment to the Administrator to the address listed on page 7 of the Guidelines**