

January 2018

Site senior executive certificate of competence application and examination policy

Purpose

Section 35(a) of the *Health and Safety at Work (Mining Operations and Quarrying Operations) Regulations 2016* (the Regulations) gives the New Zealand Mining Board of Examiners discretion to issue site senior executive (SSE) certificates of competence (CoCs) which are endorsed for different types of mining operations¹.

This policy outlines the application and examination requirements for applicants who apply for more than one SSE endorsement.

Types of SSE endorsements

Applicants may apply for SSE CoCs which are endorsed for one or more of the following:

- tunnelling operation
- underground coal mining operation
- opencast coal mining operation
- underground metalliferous mining operation
- opencast metalliferous mining operation.

Application requirements for SSE CoCs

Applicants who wish to apply for an SSE CoC must hold any other CoC(s) which are required by Section 8(2) of the Regulations. Applicants also need to satisfy the work experience and unit standards requirements specified in the *Gazette* notice and provide all required supporting documentation.

When applying for more than one SSE endorsement, an applicant is only required to pay one application fee and submit one application form. The applicant will need to indicate which endorsement(s) they wish to apply for when completing the application form.

If a current SSE CoC holder makes a subsequent application for another SSE endorsement at a later date, they will need to submit a new application form and another application fee will be payable.

Examination requirements for SSE CoC applicants

Applicants are required to sit one oral examination and satisfy the examination panel that they are competent to hold an SSE CoC. The CoC holder will be issued with one certificate which lists the SSE endorsement(s) held. If a subsequent application is made to hold additional SSE endorsement(s), a separate certificate will be issued.

Review

The 'Site senior executive certificate of competence application and examination policy' will be reviewed on a three year basis by the Secretariat to ensure its ongoing effectiveness and adherence to the relevant regulations.

¹ Certificates of competence are issued under Section 41 of the Health and Safety at Work (Mining Operations and Quarrying Operations) Regulations 2016.