**January 2021**

# Overhauling, repairing or modifying activities that may affect the explosion-protected properties of explosion-protected diesel engine systems

## About this form

This form is to be used to apply for a licence to carry out any repairing or overhauling activities that may affect the explosion-protected properties of explosion-protected diesel engine systems. [Part 9](https://www.legislation.nsw.gov.au/#/view/regulation/2014/799/part9) of the Work Health and Safety (Mines and Petroleum Sites) Regulation 2014 (the Regulation) sets out the requirements for licensed activities at, or with respect to, underground coal mines.

A person must not carry out any overhauling, repairing or modifying activity that may affect the explosion-protected properties of explosion-protected diesel engine systems without a licence (clause 153(1) of the Regulation).

This application form is for one licence and facility location. If you require multiple licences, please submit separate application forms.

# Guidance

This licence replaces the former recognised service facility (RSF) scheme for the overhaul and repair of ExDES. This licence does not allow for the modification of ExDES.

To apply for an ExDES (RSF) licence the applicant must ensure that their application evidences how Sections 3 to 5 and Appendices A to C of AS/NZS 3584.3:2012 *Diesel engine systems for underground coal mines – Maintenance* will be met.

To assist the regulator in assessing the licence application, the applicant may provide evidence of accreditation by –

* + 1. the National Association or Testing Authorities Australia (NATA) to AS/NZS 3584.3:2012 in accordance with their inspection accreditation program under ISO/IEC 17020; or
		2. an assessment body accredited within the Joint Accreditation System of Australia and New Zealand (JAS-ANZ) to AS/NZS 3584.3:2012 under ISO/IEC Guide 65.

In accordance with clause 154 of the Regulation the applicant must attach evidence to demonstrate that all activities carried out under the licence will be:

* 1. supervised by a competent person
	2. carried out by workers who have had training in safe working methods in relation to the activity and each of these workers will have completed a course of training specified by the regulator in relation to the activity or will have appropriate experience or training in the carrying out of the activity
	3. carried out using procedures, equipment and facilities that are suitable for those activities.

A person must not carry out an activity without such a licence (clause 153(1) of the Regulation). A mine operator of an underground coal mine must ensure that no person carries out any overhauling or repairing activities that may affect the explosion-protection properties of diesel engines at, or with respect to an underground coal mine unless the activity is carried out under, and in accordance with, a licence.

The regulator may grant an ExDES (RSF) licence subject to conditions (clause 156 of the Regulation). The regulator may suspend or cancel a licence.

Further information can be attached to this form if necessary.

# Type of licence application

Tick which applies:

|  |  |
| --- | --- |
| Type of application | [ ]  New licence (please select if the facility **does not hold an existing licence** for overhauling, repairing or modifying activities that may affect the explosion-protected properties of explosion-protected diesel engine systems) |
| [ ]  New licence (please select if the facility **currently holds an existing licence** for overhauling, repairing or modifying activities that may affect the explosion-protected properties of explosion-protected diesel engine systems, and provide the previous licence number below) |
| **Note:** Amendment of details on an existing licence are to be completed on *Application form – Licensed Activities – Change of information* |
| Existing licence number (if applicable) |       | Existing licence expiry date (if applicable) |       |

# Applicant details

## Body corporate (if applicable)

Registered name

|  |
| --- |
|       |

| **ACN** |   |   |   |  |   |   |   |  |   |   |   |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |

Registered business (trading) name, if applicable. (If the organisation is a trustee for a trust, include the name of the trust. Attach a certificate or other written evidence of the registration of the business name to the application.

|  |
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|       |

| **ABN** |   |   |  |   |   |   |  |   |   |   |  |   |   |   |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |

## Individual or contact person for body corporate

|  |  |
| --- | --- |
| First name |       |
| Other given name |       |
| Last name |       |
| Salutation |       |
| Email address\* |       |
| Daytime contact telephone number (contact will primarily be via email) |       |
| Mobile number |       |

\* The primary means of correspondence will be via email. The contact person for a body corporate should provide a generic email address so that throughout organisational changes in your company, the regulator can maintain contact with the legal entity. Failure to maintain up to date contact details may result in suspension or cancellation of a licence.

## Street address (must NOT be a PO Box)

Body corporate to provide their registered business address. Individuals to provide their residential address.

|  |  |
| --- | --- |
| Unit/Street/Property |       |
| Street name |       |
| Suburb |       |
| State |       |
| Postcode |       |
| Country (if other than Australia) |       |

### Postal address

[ ]  Same as the street address above

|  |  |
| --- | --- |
| Unit/street/property |       |
| Street name |       |
| Suburb |       |
| State |       |
| Postcode |       |
| Country (if other than Australia) |       |

## Facility address

[ ]  Same as the street address above

|  |  |
| --- | --- |
| Unit/Street/Property |       |
| Street name |       |
| Suburb |       |
| State |       |
| Postcode |       |

# Proposed activities to be carried out under the licence

#### What proposed activities will be carried out under the licence?

[ ]  **Overhauling** activities that may affect the explosion protection properties of the ExDES. Provide details below:

|  |
| --- |
|       |

[ ]  **Repairing** activities that may affect the explosion protection properties of the ExDES. Please tick the details below:

[ ]  welding and fabrication repairs

[ ]  thread repairs

[ ]  machining and fitting repairs

[ ]  hydraulic or pneumatic component repairs or overhauls

[ ]  turbo chargers

[ ]  other (Please specify)

#### List any specific design registration numbers included in the proposed licensed activity (if applicable)

If you require more space, please insert additional rows in the table below.

|  |  |
| --- | --- |
| Design registration number | Description |
|       |       |

#### Provide details of any exclusion from the proposed licensed activity specified above, if applicable.

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|       |

# Facilities and location

#### Specify the location where the proposed activities will be carried out under the licence (include buildings, mobile vans). Provide address of the nominated location.

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#### What work will be undertaken at the nominated location specified at 5.1 above?

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#### Will the proposed activities be carried out in places outside of the nominated location, as specified at 5.1 above (i.e. work at remote locations)?

[ ]  Yes. Please answer to question 5.4 to 5.6 below.

[ ]  No. Please go directly to question 6 below.

#### Specify the remote locations where the proposed activities will be undertaken. Provide addresses, if possible.

|  |
| --- |
|       |

#### What activities will be undertaken at the remote locations?

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| --- |
|       |

#### Provide details of how the activities conducted at remote locations will comply with the same standards as the nominated location.

You must demonstrate how you will ensure that the standard of licenced work will be consistent and compliant whether carried out at the primary location and any remote locations (see section 6 below).

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# Supervision by a competent person

In this section you must provide details of the competent person(s) who will supervise the proposed activities under the ExDES (RSF) licence (supervisors).

#### Attach information on the organisation’s management structure, position descriptions for the competent person(s) who will supervise the proposed activities, responsibilities and reporting arrangements so far as they relate to the licence.

List the attachments below. If you require more space, please insert additional rows in the table below.

|  |
| --- |
| List attachments |
|       |

#### Provide details on competence of supervisors in accordance with clause 4.2 of AS/NZS 3584.3:2012 *Diesel engine systems for underground coal mines – Maintenance*.

|  |
| --- |
|       |

#### Do supervisors hold all units of competence listed in 7.2 below?

[ ]  Yes

[ ]  No

#### List names and contact information for all supervisors

If you require more space, please insert additional rows in the table below.

|  |  |  |  |
| --- | --- | --- | --- |
| Supervisor’s name | Past RP number(if available) | Email | Phone |
|       |       |  |  |

**Note:** RP means, Responsible Person as set out in AS/NZS 3584.3:2012 *Diesel engine systems for underground coal mines – Maintenance*.

#### Attach information on each supervisors’ qualification, training or experience with the proposed licensed activity. Provide a current resume for all competent persons who will be supervising the proposed activities.

If you require more space, please insert additional rows in the table below.

|  |  |
| --- | --- |
| Supervisor’s name | List of attachments |
|       |       |

#### Do all supervisors primarily work at the nominated locations?

[ ]  Yes. Please go directly to question 7 below.

[ ]  No. Please answer to question 6.7 below

#### List the names of all supervisors who will be supervising the proposed activities and that do not normally work at the nominated location.

Provide further details on how the supervision will be carried out. If you require more space, please insert additional rows in the table below.

|  |  |
| --- | --- |
| Supervisor’s name | Further details or list attachments |
|       |       |

# Workers’ training

#### Provide details of the training that is provided to workers before the work begins, which relates to the licence.

Include all positions of workers carrying out the work and the training they receive before they commence work.

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#### Do training arrangements provided to all workers to meet the criteria below, which are specified by the regulator for the purposes of clause 154 (b) as applicable to the activities within the scope of the licence?

|  |  |  |
| --- | --- | --- |
| Course/unit of competence | Yes or no | Comments or relevant attachments |
| A background in metal, mechanical, electrical or automotive trades or mechanical or electrical engineering |       |       |
| RIIDES301*, Inspect, test and maintain diesel engine systems and their ancillary systems*  |       |       |
| RIIDES302*, Inspect, test and maintain joints on diesel engine systems*  |       |       |
| RIIDES303, *Inspect, test and maintain cooling systems on diesel engine systems*  |       |       |
| RIIDES304, *Inspect, test and maintain inlet systems on diesel engine system*  |       |       |
| RIIDES305, *Inspect, test and maintain exhaust systems on diesel engine systems*  |       |       |
| RIIDES306, *Inspect, test and maintain safety shutdown systems on diesel engine systems*  |       |       |
| RIIDES307, *Test, determine the cause and rectify excessive emission levels on diesel engine systems*  |       |       |

#### Further information

If you answered No in question 7.2 above or if RIISS00030 *Explosion Protected Diesel Engine Systems Maintenance Skill Set the revision D* has been obtained, provide further information on how the workers have appropriate experience or training in the carrying out of the activity.

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# Licence procedures

#### Procedures for the proposed activities to ensure the quality of work carried out under the licence

1. Detail how you will ensure that the proposed activities are carried out in a consistent and compliant manner under the ExDES (RSF) licence?
 **Note:** Compliant means to the design registration documentation, the designers overhaul and repair information and to sections 3 and 5 of AS/NZS 3584.3:2012 *Diesel engine systems for underground coal mines – Maintenance*. You may provide supporting documents.

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1. Outline and provide information on the procedures that are in place for ExDES (RSF) licence work.

|  |
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|       |

1. What procedures are in place to remedy activities performed by the licence holder that are non-compliant?

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1. Do those procedures in c) above include the following:

|  |  |  |
| --- | --- | --- |
| Description | Yes or no | Comments or relevant attachments |
| All ExDES (RSF) licence activities carried out at remote locations (i.e. not the nominated locations)  |       |       |
| Competence & training |       |       |
| Procurement |       |       |
| Equipment & tools |       |       |
| Reporting & records |       |       |
| Repairs |       |       |
| Audits and review of activities |       |       |

1. Do you hold accreditation by an assessment body, as set out in Appendix A of AS/NZS 3584.3:2012 *Diesel engine systems for underground coal mines – Maintenance*? If you require more space, please insert additional rows in the table below.
* If yes, provide copy of accreditation, accreditation scope, and technical assessment.
* If no, provide details on any independent assessment in relation the proposed activities under the ExDES (RSF) licence.

|  |  |  |  |
| --- | --- | --- | --- |
| Accreditation body | Certificate number | Accreditation type | Assessment details(e.g. date, report number and assessment body) |
|       |       |       |       |

#### Procedure for work activities

1. Provide a summary of procedures for all proposed activities to be carried out under the ExDES (RSF) licence. **Note:** The procedures must have been checked by a competent person who will supervise the proposed activities.

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1. Indicate whether the procedures include the following:

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| --- | --- | --- |
| Procedures | Yes or no | Comments |
| Validation of documents, ExDES upon arrival at licence premises |       |       |
| Pre-overhaul assessment, inspections and cleaning (look for things wrong beforehand) |       |       |
| Process of carrying out overhaul and repairs |       |       |
| Joints - Surface finish and flatness tests, dimensions, etc. |       |       |
| Hydrostatic testing  |       |       |
| Reassembly of fixed joints |       |       |
| Reassembly of open joints |       |       |
| Cleaning of positive flame traps |       |       |
| Checking of scrubber for integrity, floats and water levels. |       |       |
| Engine safety shutdown circuit – testing of individual component (temperature device, flow devices, etc.) |       |       |
| Engine safety shutdown circuit – testing each device shuts down the engine |       |       |
| Overhaul / reliability / replacement of individual components  |       |       |
| Surface temperature testing |       |       |
| Exhaust emission testing |       |       |
| Emergency shutdown system |       |       |
| Final check and documents |       |       |
| Process for development of specific procedures for new types of ExDES, if applicable |       |       |
| Process for competency / training of people working on ExDES |       |       |
| Use and assessment of designer’s information |       |       |
| ExDES (RSF) licence documentation and control |       |       |
| Procurement of spare parts |       |       |
| Repairs |       |       |
| Equipment / tool calibration |       |       |

#### Procedures for subcontracting

1. Provide details on all proposed activities under the ExDES (RSF) licence that will be sub-contracted.

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1. Provide details on the procedures in place to ensure how sub-contracted activities will be managed to ensure that the proposed activities are carried out in a consistent and compliant manner under the ExDES (RSF) licence.

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#### Procedures for keeping records and reports

1. What procedures are in place for the maintaining of records and reports? Provide a summary of these records.

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|       |

1. Provide an example of a report for when activities complete.

|  |
| --- |
|       |

# Equipment

#### Provide details of the tools and equipment that will be used to carry out the proposed activities under a licence at:

1. The nominated location in question 5.1 above.

|  |
| --- |
|       |

1. Remote locations (i.e. not at the nominated locations) in question 5.4 above.

|  |
| --- |
|       |

#### Provide details on calibration, storage maintenance and checking for the listed tool and equipment

1. Tools and equipment at the nominated location in section 5 above.

|  |
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|       |

1. Tools and equipment used for work outside of the premise

|  |
| --- |
|       |

#### Provide details on the technical information (library) the facility has readily available to carry out the licence activities.

|  |  |  |
| --- | --- | --- |
| Documents | Workshop / remote work / both | Details |
| ExDES design registration documents |       |       |
| Relevant Australian Standards for the ExDES (RSF) licensedd activity (i.e. AS/NZS 3584.3 & AS/NZS 3584.2) |       |       |
| Relevant manufacturers information for the ExDES (RSF) licensed activity |       |       |
| Other technical material for the ExDES licensed activity |       |       |

# Attachments

List the attachments to this application. If you are submitting your document electronically and the attachment is a separate document, list the document title. You will need to complete the whole application before completing this table.

If you require more space, please insert additional rows in the table below.

|  |  |  |
| --- | --- | --- |
| Title | Reference number | Date of document |
|       |       |       |

# Fees

A fee is payable for an application for a licence. The Resources Regulator uses a third-party secure payment service to receive payments. Refer to [our website](https://www.resourcesregulator.nsw.gov.au/safety-and-health/applications/licensed-activities/schedule-of-fees-for-authorisations) for instructions on how to make payment.

Enter your receipt number below:

|   |   |   |   |   |   |   |   |   |   |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |

# Applicant’s declaration

I declare that:

* the information supplied in this application is true and correct to the best of my knowledge; and
* in making this application, I have not failed to provide material information relating to the matters addressed above; and
* I am authorised to provide this information on behalf of the applicant; and
* I consent to the department making enquiries and exchanging information with SafeWork NSW and other work health and safety regulators in other states regarding any matter relevant to this application.

|  |  |
| --- | --- |
| Name |       |
| Signature |  |
| Date |       |

Note: Giving false or misleading information is a serious offence under section 268 of the *Work Health and Safety Act 2011*, and Part 5A of the *Crimes Act 1900.*

# Checklist

## Applicant details

[ ]  Have you completed all the relevant fields in the applicant details?

[ ]  Have you attached the certificate or other written evidence of the registration of the business name? (if applicable)

## Proposed activities

[ ]  Have you provided details of the proposed activities you propose to carry out under this ExDES licence?

[ ]  Have you listed all relevant design registration numbers, if applicable?

[ ]  Have you provided details of all relevant repair work in the scope of licence?

[ ]  Have you provided details of any exclusion in the scope of licence?

## Facilities and location

[ ]  Have you answered questions in section 5?

## Supervision by competent person

[ ]  Have you provided all supervision details as required in section 6?

## Workers training

[ ]  Have you provided all workplace training details as required in section 7?

## Procedures

[ ]  Have you answered all questions in section 8? Do the procedures cover:

[ ]  Competence and training

[ ]  Procurement

[ ]  Equipment and tools

[ ]  Reporting and records

[ ]  Repairs

[ ]  Audits and review of activities

[ ]  Work processes instruction and procedures, refer 8.2

[ ]  Subcontracting, refer 8.3

[ ]  Records, refer 8.4

## Equipment

[ ]  Have you answered all questions in section 9?

## Attachments

[ ]  Have you listed all attachments included with your application?

## Declaration

[ ]  Has the applicant signed and dated the applicant declaration in section 12?

# Submitting the form

Email this form and all accompanying documentation to the Mining Authorisation Team of NSW Department of Planning and Environment - Resources Regulator at:

* Email: mca@planning.nsw.gov.au

**Please note:** applications can only be accepted by email.

If you have any queries or need assistance submitting your supporting documentation, please contact the Resources Regulator on 1300 814 609 or at mca@planning.nsw.gov.au

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