



FORM | LICENSED ACTIVITIES | WHS (MINES) LEGISLATION

Overhauling or repairing explosion-protected diesel engine systems (ExDES (RSF) licence)

16 September 2015

About this form

This form is to be used to apply for a licence to carry out any overhauling or repairing activities that may affect the explosion-protection properties of explosion-protected diesel engine systems (ExDES). Part 9 of the *Work Health and Safety (Mines) Regulation 2014* (the Regulation) sets out the requirements for licensed activities at or with respect to, an underground coal mine.

This form is not to be used for the modifying activities that may affect the explosion protected properties of explosion protected diesel engine systems. Modification to ExDES must have their modified design registered, refer to form [Plant design registration, Diesel engine systems](#).

Guidance on this licence

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.

This licence will be referred to as the ExDES (RSF) licence.

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 –

- (i) the National Association of Testing Authorities Australia (NATA) to AS/NZS 3584.3:2012 in accordance with their inspection accreditation program under ISO/IEC 17020; or
- (ii) 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:

- a) supervised by a competent person
- b) 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
- c) 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.

1. Applicant details

1.1 Body corporate (if applicable)

Registered name

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.

ACN:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

2.1 Individual or a contact person for body corporate

First name	
Other given name (if applicable)	
Last name	
Salutation	
Address (not PO Box)	
Email address	
Daytime contact number (Contact will primarily be via email)	
Mobile number	

Note: the primary means of correspondence will be via email. Contact person for body corporate must provide a generic email address so that throughout organisational changes in your company, the department can maintain contact.

2. Proposed activities to be carried out under the licence

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

- Overhauling activities that may affect the explosion-protected properties of ExDES.

Provide details below:

- Repairing activities that may affect the explosion-protected properties of 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, super charges

Other (please specify)

2.2 If applicable, list any specific design registration numbers included in the proposed ExDES (RSF) licence activity.

2.3 If applicable, provide details of any exclusion from the proposed ExDES (RSF) licence activity specified above.

3. Facilities and location

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

3.2 What work will be undertaken at the nominated location specified at 3.1 above?

3.3 Will the proposed activities be carried out in places outside of the nominated location, as specified at 3.1 above (i.e. work at remote locations)?

Yes. Please answer to questions 3.4 to 3.6 below.

No. Please go directly to question 4 below.

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

3.5 What activities will be undertaken at the remote locations?

3.6 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).

--

4. Supervision by 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).

4.1 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 ExDES (RSF) licence.

List the attachments below.

	List attachments
1	
2	
3	
4	
5	
6	

4.2 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*.

--

4.3 Do supervisors hold all units of competence listed in 5.2 below?

- No
- Yes

4.4 List names and contact information for all supervisors.

Supervisors 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*.

4.5 Attach information on each supervisors' qualification, training or experience with the proposed ExDES (RSF) Licence activity. Provide a current resume for all competent persons who will be supervising the proposed activities.

Supervisor's name	List attachments

Do all supervisors primarily work at the nominated locations?

- Yes. Please go directly to question 5 below.
- No. Please answer to question 4.7 below.

4.7 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.

Supervisor name	Further details or list attachments

5. Workers' training

5.1 Provide details of the training that is provided to workers before the work begins, which relates to the ExDES (RSF) licence.

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

--

5.2 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 ExDES (RSF) licence?

Course / unit of competence (refer http://training.gov.au/)	Yes or No	Comments or relevant attachments
A background in metal, mechanical, electrical or automotive trades or mechanical or electrical engineering		
RIIDES301, <i>Inspect, test and maintain diesel engine systems and their ancillary systems</i>		
RIIDES302, <i>Inspect, test and maintain joints on diesel engine systems</i>		
RIIDES303, <i>Inspect, test and maintain cooling systems on diesel engine systems</i>		
RIIDES304, <i>Inspect, test and maintain inlet systems on diesel engine system</i>		
RIIDES305, <i>Inspect, test and maintain exhaust systems on diesel engine systems</i>		

Course / unit of competence (refer http://training.gov.au/)	Yes or No	Comments or relevant attachments
RIIDES306, <i>Inspect, test and maintain safety shutdown systems on diesel engine systems</i>		
RIIDES307, <i>Test, determine the cause and rectify excessive emission levels on diesel engine systems</i>		

5.3 Further Information

If you answered No in question 5.2 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.

6. ExDES (RSF) licence procedures

6.1 Procedures for the proposed activities to ensure the quality of work carried out under the ExDES (RSF) Licence

a) 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.

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

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

d) 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		

Description	Yes or No	Comments or relevant attachments
Equipment & tools		
Reporting & records		
Repairs		
Audits and review of activities		

d) 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 yes, provide copy of accreditation and technical assessment.
- If no, provide details on any independent assessment in relation the proposed activities under the ExDES (RSF) licence.

6.2 Procedure for work activities

a) 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.

b) Indicate whether the procedures include the following:

Procedure	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		
Re-assembly of fixed joints		
Re-assembly of open joints		
Cleaning of positive flametraps		
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		

Procedure	Yes or No	Comments
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 designers information		
ExDES (RSF) licence documentation and control		
Procurement of spare parts		
Repairs		
Equipment / tool calibration		

6.3 Procedures for subcontracting

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

b) 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.

6.4 Procedures for keeping of records and reports

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

b) Provide an example of a report for when activities complete.

7. Equipment

7.1 Provide details of the tools and equipment that will be used to carry out the proposed activities under a ExDES (RSF) licence at:

a) the nominated location in question 3.1 above.

--

b) remote locations (i.e. not at the nominated locations) in question 3.4 above.

--

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

a) Tools and equipment at the nominated location in 3 above.

--

b) Tools and equipment used for work outside of the premise

--

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

Document	Workshop/ remote work/ both	Details
ExDES design registration documents		
Relevant Australian Standards for the ExDES (RSF) license activity (ie AS/NZS 3584.3 & AS/NZS 3584.2)		
Relevant manufacturers information for the ExDES (RSF) license activity		
Other technical material for the ExDES license activity		

8. 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.

Details of attachments (title of page or name of document)

9. Declaration

I declare that:

- the information supplied in this application is true and correct to the best of knowledge; and
- I am authorised to provide this information on behalf of the applicant.

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*.

10. Checklist

To avoid delays in processing your application and to confirm that your form is ready for submission, use this 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 subsections 3.1 to 3.6?

Supervision by competent person

- Have you provided all supervision details as required in subsections 4.1 to 4.6

Workers training

- Have you provided all workplace training details as required in subsections 5.1 to 5.3

Procedures

- Have you answered all questions in subsections 6.1 to 6.4. Do procedures cover:
 - Competence and training
 - Procurement
 - Equipment and tools
 - Reporting and records
 - Repairs
 - Audits and review of activities
 - Work processes instruction and procedures, refer 6.2
 - Subcontracting, refer 6.3
 - Records, refer 6.4

Equipment

- Have you answered all questions in subsections 7.1 to 7.3

Attachments

- Have you listed all attachments included with your application?

Declaration

- Has the applicant signed and dated the applicant declaration in section 9?

11. Lodging your application

Submit your completed application and all associated documentation to Mine Safety Registration and Licensing Unit. Applications can only be accepted by email.

Email: MineSafety.Registration@industry.nsw.gov.au

If you have any queries or need assistance submitting your application by email, please contact the Mine Safety Registration and Licensing Unit on 02 4931 6666.

© State of New South Wales through the Department of Industry, Skills and Regional Development 2015. You may copy, distribute and otherwise freely deal with this publication for any purpose, provided that you attribute the NSW Department of Industry, Skills and Regional Development as the owner.

Disclaimer: The information contained in this publication is based on knowledge and understanding at the time of writing (September 2015). However, because of advances in knowledge, users are reminded of the need to ensure that information upon which they rely is up to date and to check currency of the information with the appropriate officer of the NSW Department of Industry, Skills and Regional Development or the user's independent advisor.

Privacy statement: Information from this form is collected for the purpose of managing licensed activities at underground coal mines under the *Work Health and Safety (Mines) Act 2013* and *Work Health and Safety (Mines) Regulation 2014*. The supply of this information is required by law. If you choose not to provide the requested information we may not be able to process your application. Information will be stored and managed in accordance with the provisions under the *Privacy and Personal Information Protection Act 1998*. It will not be given to any other third party except as authorised by law. You may access or correct your personal information by contacting Governance & Information Request Unit on (02) 9995 0911 or privacy@industry.nsw.gov.au. Further information regarding privacy can be obtained from the NSW Department of Industry, Skills and Regional Development website at www.industry.nsw.gov.au/privacy.