Sampling or analysing airborne dust

December 2016

About this form

This form is to be used to apply for, or to renew, a licence to carry out any sampling or analysing of airborne dust (airborne dust licence). Part 9 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, coal mines.

Guidance on this licence

1. Applicants must ensure that their application evidences how any:
   a. sampling and analysis of inhalable dust will be carried out in accordance with Australian Standard AS 3640-2009: Workplace atmospheres - Method for sampling and gravimetric determination of inhalable dust; and
   b. sampling and analysis of respirable dust will be carried out in accordance with Australian Standard AS 2985: Workplace atmospheres - Method for sampling and gravimetric determination of respirable dust; and
   c. analysis of Respirable Crystalline Silica (RCS) will be carried out.

2. To assist the regulator in assessing this application, Applicants must provide evidence of all accreditation they hold for the sampling or analysis of airborne dust issued by:
   a. the National Association or Testing Authorities Australia (NATA) in accordance with their laboratory accreditation program under ISO/IEC 17025 General requirements for the competence of calibration and testing laboratories; or
   b. an assessment body accredited by signatories to the International Laboratory Accreditation Corporation through their Mutual Recognition Agreement.

3. In accordance with clause 154 of the Regulation, applicants must attach to this application evidence to demonstrate that all activities carried out under the licence (if granted) will:
   a. be supervised by a competent person; and
   b. be carried out by workers who have had training in safe working methods in relation to the activity and that each of those workers will have completed a course of training specified by the regulator (if any) in relation to the activity or will have appropriate experience or training in the carrying out of the activity; and
   c. be carried out using procedures, equipment and facilities that are suitable for those activities.

A person must not carry out a sampling or analysis of airborne dust activity without an airborne dust licence (clause 153(1) of the Regulation). A mine operator of a coal mine must ensure that no person carries out any sampling or analysing of airborne at, or with respect to an underground coal mine unless the activity is carried out under, and in accordance with, an airborne dust licence.

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

Further information may be attached to this form if necessary.
1. Applicant details

1.1. Type of licence application

Tick which applies:

☐ New airborne dust licence
☐ Renewal of existing airborne dust licence

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<thead>
<tr>
<th>Provide existing licence number:</th>
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<tr>
<td>Provide a summary of all licence activities carried out in the licence period (or attach to this form if necessary)</td>
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1.2. Body corporate (if applicable)

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1.3. Individual applicant or contact person for body corporate

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<td>Other given names (if applicable)</td>
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<td>Last name</td>
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<td>Salutation</td>
<td>☐ Mr ☐ Mrs ☐ Ms ☐ Miss ☐ Dr ☐ Other</td>
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<td>Address (not PO Box)</td>
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<td>Email address</td>
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**Note:** The primary means of correspondence will be via email. The contact person for a body corporate must provide a generic email address so that throughout organisational changes in your company, the regulator 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?

Tick all that apply:

- Sampling of airborne dust
- Analysis of inhalable dust
- Analysis of respirable dust
- Analysis of RCS

Provide further information below if required

3. Facilities and location

3.1. Specify the location(s) where the proposed activities will be carried out under airborne dust licence. Provide addresses for all locations.

3.2. Specify what analysis will be carried out at each location listed in 3.1 above.

4. Supervision by a competent person

In this section, provide details of the competent person(s) who will supervise the proposed activities under the airborne dust licence.

If this licence is a renewal application, provide details of any changes since the last application.

Attach the following information:

a. the organisation’s management structure;
b. position descriptions for the competent person(s) who will supervise the proposed activities;
c. responsibilities and reporting arrangements relating to the airborne dust licence; and
d. qualifications, training and experience with the proposed airborne dust licence activity.

List the attachments below.

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5. Workers’ training

Provide details of the training of workers who will carry out activities under the licence.

Include the positions of all workers who will carry out an activity under the licence and the training they will have before commencing that work.

If this licence is a renewal application, provide details of any changes since the last application.

6. Procedures

6.1 Procedures for the proposed activities

a) Set out what procedures will be used to carry out activities under the licence and why those procedures are suitable for those activities.

Provide supporting documents.

b) Provide copies of laboratory test methods that are in place for the analysis of airborne dust.

c) Identify the organisation that issued accreditation for the specified tests and provide a copy of
   • accreditation certificate; and
   • last assessment report.

6.1. Procedures for subcontracting

a) Provide details on all proposed activities under the airborne dust licence that will be sub-contracted.

b) Provide details on what procedures will be used to manage sub-contracted activities under the airborne dust licence.

If this licence is a renewal application, provide details of any changes since the last application.

6.2. Procedures for keeping of records and reports

a) What procedures are in place for the maintaining of records and reports in relation to activities carried out under the airborne dust licence? Provide a summary of these procedures.

If this licence is a renewal application, provide details of any changes since the last application.
b) Provide an example of a report for when activities are completed.

7. Equipment

Provide details of the equipment that will be used to carry out the proposed activities under an airborne dust licence at the locations listed in 3.1 above, including the brand and model of the equipment:

8. Attachments

List all 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)

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9. Declaration

I declare that:

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

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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 application 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 airborne dust licence?

**Facilities and location**
- □ Have you provided details of the facilities and location?

**Supervision by competent person**
- □ Have you provided supervision details?

**Workers training**
- □ Have you provided workers training details?

**Procedures**
- □ Have you provided details on the procedures for activities carried out under the licence? Do procedures cover:
  - □ how the proposed activities are carried out
  - □ laboratory test methods
  - □ accreditation certificate and last assessment report
  - □ subcontracting
  - □ reporting and records

**Equipment**
- □ Have you answered details of equipment that will be used?

**Attachments**
- □ Have you included all necessary attachments and listed those attachments in 8?

**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 the Mine Safety Registration and Licensing Unit.

Applications will only be accepted by email. Email: MineSafety.Registration@industry.nsw.gov.au

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