**August 2021**

# Overhauling, repairing or modifying activities that may affect the explosion-protected properties of explosion-protected electrical plant

## 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 electrical plant. [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, coal mines.

A person must not carry out any overhauling, repairing or modifying activity that may affect the explosion-protected properties of explosion-protected electrical plant 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.

1. Instructions
2. Applicants must ensure that their application includes evidence that they maintain a quality management system:
   1. For the ANZEx scheme and the JAS-ANZ Product Certification Program, quality management systems shall be certified to ISO 9001 Quality management systems – Requirements. The certification shall be issued by a:
      1. Joint Accreditation System of Australia and New Zealand (JAS-ANZ) accredited body, or
      2. signatory to the International Accreditation Forum (IAF) – Multilateral Recognition Arrangement (MLA) for Quality Management Systems  
         **Note:** The Quality Management System certificate must include repair and overhaul of explosion protected plant or equipment within the scope of the repair facility accreditation.
   2. For the IECEx scheme, quality management systems shall be assessed to standard ISO/IEC 80079-34 Explosive atmospheres – Part 34: Application of quality systems for equipment manufacture.
3. Applicants must ensure their application includes evidence that they maintain certification or accreditation as a service facility for the repair and/or overhaul of explosion protected plant in accordance with one of the below schemes:
   1. Certification with Australian/New Zealand Certification Scheme for explosion-protected electrical equipment (ANZEx Scheme) – Recognised Service Facilities Program (ANZEX MP 87.2 Service Facility Scheme) operated by the Joint Accreditation System of Australia and New Zealand (JAS-ANZ); or
   2. Accreditation in accordance with the Inspection Accreditation program operated by the National Association of Testing Authorities (NATA), Australia; or
   3. Certification by a certification body accredited in accordance with the Product Certification Program operated by JAS-ANZ, or
   4. Certification in accordance with International Electrotechnical Commission (IECEx Certified Service Facility Scheme).  
      **Note:** The above certification or accreditation must be issued by a certifying body recognised in the scheme.
4. Applicants must ensure that their application includes evidence of current routine third party verification of the explosion protected facility certification or accreditation in accordance relevant to explosion protected facility scheme by providing one of the below:
   1. ANZEx Facility Assessment Report (FAR) and any associated non-conformance report (NCR); or
   2. Certification/Compliance Audit Report and any associated non-conformance report (NCR); or
   3. Product Compliance Audit Report and any associated non-conformance report (NCR); or
   4. IECEx Facility Assessment Report (FAR) and any associated IECEx Non-Conformity Report (NCR)
5. 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 electrical plant) | | |
| 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 electrical plant, 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) |  |

1. Applicant details
   1. 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** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |

* 1. Individual or contact person for body corporate

|  |  |
| --- | --- |
| First name |  |
| Other given name |  |
| Last name |  |
| Salutation |  |
| Position title |  |
| 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.

* 1. 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) |  |

* + 1. Postal address

Same as the street address above

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

* 1. Facility address

Same as the street address above

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

1. Quality system certification

Provide details of the quality management system certification held by the facility.

|  |  |  |  |
| --- | --- | --- | --- |
| Standard | ISO 9001:2015  ISO/IEC 80079-34:2011 | Certificate no. |  |
| Issue date |  | Expiry date |  |
| Certification body |  | | |
| Scope of accreditation |  | | |

* 1. Surveillance audit report

|  |  |  |  |
| --- | --- | --- | --- |
| Latest surveillance audit or quality assessment report no. |  | Report date |  |
| List the non-conformances identified  (attach list if required) |  | | |
| List the opportunities for improvement / areas of concern identified  (attach list if required) |  | | |
| The facility address is covered in the surveillance assessment | Yes  No | All actions identified in the surveillance assessment have been addressed | Yes  No |

1. Service facility certification

Provide details of the certification held by the facility for repair or overhaul of explosion protected plant or equipment.

|  |  |  |  |
| --- | --- | --- | --- |
| Certification | ANZEx Certificate of Recognition  AS/NZS 3800 Certificate of Verification  Product Conformity Certificate  IECEx Certificate of Conformity | | |
| Certificate no. |  | Issue no. |  |
| Issue date |  | Expiry date |  |
| Certification body |  | | |
| Scope of certification  (attach list if required) |  | | |

* 1. Current third-party verification of the service facility explosion protection certification or accreditation

|  |  |  |  |
| --- | --- | --- | --- |
| Scheme | ANZEx Facility Assessment Report (FAR)  Certification/Compliance Audit Report  Product Compliance Audit Report  IECEx Facility Assessment Report (FAR) | | |
| Latest report no. |  | Report date  (Must be provided) |  |
| List the non-conformances identified  (attach list if required) |  | | |
| List the opportunities for improvement / areas of concern identified  (attach list if required) |  | | |
| All actions identified in the surveillance assessment have been addressed | Yes  No | | |

1. Documentation required

Attach all documents listed below relevant to the specific certification/accreditation scheme held.

**Note:** This application will relate to only one of the schemes listed below

#### JAS-ANZ ANZEx Service Facility Scheme

|  |  |  |
| --- | --- | --- |
|  | **Documentation required** | **Tick** |
| 1 | Copy of the current ISO 9001 Quality Systems Certification |  |
| 2 | Copy of the current ANZEx Certificate of Recognition |  |
| 3 | Copy of the latest ANZEx Service Facility Assessment Report (FAR) and any associated non-conformance report (NCR) |  |

#### NATA ANZEx Service Facility Scheme

|  |  |  |
| --- | --- | --- |
|  | **Documentation required** | **Tick** |
| 1 | Copy of the current ISO 9001 Quality Systems Certification |  |
| 2 | Copy of the current ANZEx Certificate of Recognition |  |
| 3 | Copy of the current ISO/IEC 17020 Accreditation and the associated Scope Of Accreditation |  |
| 4 | Copy of the latest ANZEx Service Facility Assessment Report (FAR) and any associated non-conformance report (NCR) |  |

#### JAS-ANZ Product Certification Scheme

|  |  |  |
| --- | --- | --- |
|  | **Documentation required** | **Tick** |
| 1 | Copy of the current ISO 9001 Quality Systems Certification |  |
| 2 | Copy of the Product Conformity Certificate and any associated schedule including conditions of certification or AS/NZS 3800 Certificate of Verification |  |
| 3 | Copy of the latest Product Compliance Audit Report and any associated non-conformance report (NCR) or Certification/Compliance Audit Report and any associated non-conformance report (NCR) |  |
| 4 | Copy of the latest ISO9001 Quality Systems Surveillance Audit Report and any associated non-conformance report (NCR) |  |

#### IECEx Certified Service Facility Scheme

|  |  |  |
| --- | --- | --- |
|  | **Documentation required** | **Tick** |
| 1 | Copy of the current ISO 9001 Quality Systems Certification (if applicable) |  |
| 2 | Copy of the IECEx Certificate of Conformity and any associated schedule including conditions |  |
| 3 | Copy of the latest IECEx Facility Assessment Report (FAR) and any associated IECEx Non-Conformity Report (NCR) |  |
| 4 | Copy of the latest IECEx Quality Assessment Report (QAR) and any associated Non-Conformity Report (NCR) |  |

1. 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:

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

1. 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 |  |
| Position title |  |
| 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.*

1. Submitting the form

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

* Email: [mca@planning.nsw.gov.au](mailto: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](mailto:mca@planning.nsw.gov.au)

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