December 2023

Licensed activities

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

# Lodgement information

For help with lodging this application, or for more information

about authorisations in New South Wales, contact:

Mining, Exploration and Geoscience

Mining Authorisations Team

Phone 1300 814 609 (8.30am – 4.30pm)

[mca@regional.nsw.gov.au](mailto:mca@regional.nsw.gov.au)

## Note

* any reference to the ‘Department’ in this form, refers to Regional NSW
* submission of this form is to be via email:
  + Send an electronic copy of the form including any attachments to [mca@regional.nsw.gov.au](mailto:mca@regional.nsw.gov.au)

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When to use 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 10 of the Work Health and Safety (Mines and Petroleum Sites) Regulation 2022 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 electrical plant without a licence (section 154 of the Regulation).

Each service facility shall have its own licence and each licence shall be supported by a single ANZEx Certificate of Recognition or an IECEx Certificate of Conformity.

This application form is for one licence covering a specific service facility. If you have multiple facilities, you will require multiple licences. Please submit a separate application form for each facility.

Instructions

Applicants must ensure their application includes evidence that they hold certification as a service facility for the repair and/or overhaul of explosion protected electrical plant in accordance with one of the below schemes:

* Australian/New Zealand Certification System – Explosive Atmospheres (ANZEx Scheme)
* International Electrotechnical Commission (IECEx Certified Service Facility Scheme).

Applicants must ensure that their application includes evidence of routine surveillance monitoring and re-assessment by the certification issuer in accordance with the relevant service facility scheme. This is demonstrated by the provision of the current Certificate of Recognition or Certificate of Conformity, the most recent facility assessment report (FAR) and any associated non-conformance report (NCR). The NCR must identify the proposed remedial actions identified by the service facility and must be acknowledged by the facility assessor as being suitable to correct the non‑conformances.

A licence for repair and overhaul of explosion protected electrical plant will be granted to a specific facility based on satisfactory evidence being provided of the above-mentioned requirements.

Where certification is under the ANZEx Recognised Service Scheme Rules, a licence will be granted for the address that is identified on the service facility Certificate of Recognition as the Recognised Service Facility. Where certification is under the IECEx Certified Service Facility Scheme, a licence will be granted for the address that is identified on the IECEx Facility Assessment Report Summary as the Service Facility.

A service facility may operate from more than one location. To be part of a “licensed” service facility, additional locations must be detailed in the FAR and the report must clearly show that the additional locations have been assessed as a part of the Recognised Service Facility. The FAR must also detail the explosion protection techniques that the additional location is capable of undertaking repair and overhaul activities on. These techniques must be the same as, or a subset of, the techniques the service facility is certified for.

A licence may also permit “Work remote to a facility”. This is different to the additional locations mentioned above and is referred to as “Mobile facilities” in the ANZEx Recognised Service Scheme Rules. Where it is intended that a service facility will undertake repair or overhaul activities remote from the licensed service facility location, the remote work activities must be identified on the certificate. The FAR must show that the remote work activities have been assessed as part of the facility assessment.

How to submit this form

Refer to the cover page for details.

1. Type of licence application

Tick which applies:

|  |  |
| --- | --- |
| **Type of application** | |
|  | New licence (please specify 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. The previous licence details are to be provided 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)

|  |  |
| --- | --- |
| **Details** | |
| Registered name |  |
| ACN |  |
| Registered business (trading) name, if applicable. (If the organisation is a trustee for a trust, include the name of the trust.\* |  |
| ABN |  |

\* Attach a certificate or other written evidence of the registration of the business name to the application.

* 1. Individual or contact person for body corporate

|  |  |
| --- | --- |
| **Contact details** | |
| First name |  |
| Other given name |  |
| Last name |  |
| Salutation |  |
| Position title |  |
| Email address\* |  |
| Daytime contact telephone number |  |
| 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.

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

* 1. Postal address
* Same as the street address above

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

* 1. Facility address

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

* 1. Facility contact person

This must be a person that works at the facility. It may be the same person as listed in 3.2 above if that person works at the facility location.

|  |  |
| --- | --- |
| **Contact details** | |
| First name\* |  |
| Other given name |  |
| Last name |  |
| Salutation |  |
| Position title |  |
| Email address\* |  |
| Daytime contact telephone number |  |
| Mobile number |  |

\*The facility contact person should be a person with management or control of the day-to-day licensed activities at the facility.

1. Service facility certification
   1. Current service facility explosion protection certification

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

|  |  |
| --- | --- |
| **Certification** | |
| Certification | ANZEx Service facility certificate of recognition  IECEx Service facility certificate of conformity |
| Certification body |  |
| Certificate no. |  |
| Issue no. |  |
| Issue date |  |

* 1. Current facility assessment report

|  |  |
| --- | --- |
| **FAR** | |
| Latest report no. |  |
| Report date |  |
| Were non-conformances identified |  |
| Have all non-conformances identified been addressed |  |

1. Additional work locations

Additional work locations identified in the facility assessment report and the scope of additional locations.

|  |  |
| --- | --- |
| **Additional work locations** | |
| Address of additional work locations |  |
| Scope |  |
| Were non-conformances identified |  |
| Have all non-conformances identified been addressed |  |

1. Work remote to the service facility

For the purpose of licensing, remote work activities only apply to the “overhaul” and “repair” of explosion protected electrical plant, as defined by s153 of the Work Health and Safety (Mines and Petroleum Sites) Regulation 2022. Inspection activities in accordance with AS 2290.1 Electrical equipment for coal mines – Introduction, inspection and maintenance are not licensed activities.

|  |  |
| --- | --- |
| **Remote work** |  |
| Does the facility undertake work activities remote to the service facility? |  |
| Provide details of the types of work undertaken remotely |  |

1. Documentation required

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

* 1. ANZEx recognised service facility scheme

|  |  |
| --- | --- |
| **Documentation** |  |
| Copy of the current ANZEx certificate of recognition |  |
| Copy of the latest ANZEx service facility report (FAR) |  |
| Copy of the latest (NCR) associated with the latest ANZEx service facility report (FAR) showing acceptance of all proposed corrective actions by the auditor |  |

* 1. IECEx certified service facility scheme

|  |  |
| --- | --- |
| **Documentation** |  |
| Copy of the current IECEx certificate of conformity |  |
| Copy of the latest IECEx facility assessment report summary |  |
| Copy of the latest IECEx service facility report (FAR) |  |
| Copy of the latest NCR associated with the latest IECEx service facility FAR showing acceptance of all proposed corrective actions by the auditor |  |

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.

|  |  |
| --- | --- |
| **Details** | |
| Name |  |
| Position/title |  |
| Date |  |
| Signature | 1st Applications Signature |