CONTRACTOR VALIDATIONS

Competency	Competency Requirements	Upload Requirements	Examples
Site.-.(site name) - Pre-Contractor Validation Approval *Business rule last reviewed and updated by GM³ 15/10/2026*	• Site name on document must match the site of the role that has been applied for. • To complete the online contractor validation form please complete the appropriate form. Blue-Collar Contractor Application White-Collar Contractor Application	• Approved PDF Pre-Contractor Validation form to be attached. • In the comment section add the company which they have been approved for. Issue Date = Date Approved Expiry Date = End of contract	Illawarra Coal - Contractor Validation - SAMPLE.pdf Accepted - Site.-.site name- Pre-Contractor Validation Approval.pdf

DRIVERS LICENCE

Competency	Competency Requirements	Upload Requirements	Examples
Driver.Licence.Drivers Licence Class C Driver.Licence.Drivers Licence Class HC Driver.Licence.Drivers Licence Class HR Driver.Licence.Drivers Licence Class LR Driver.Licence.Drivers Licence Class MC Driver.Licence.Drivers Licence Class MCR Driver.Licence.Drivers Licence Class MR Driver.Licence.Drivers Licence Class R *Business rule last reviewed and updated by GM³ 15/10/2026*	• Name on licence to match the person • Must include photograph • Date of birth to match person • Competency to match class indicated on licence • Australian Licences only - international licences are not accepted. • Must be in Colour • Scanned document to be clearly legible	• Only expiry date to be recorded	Accepted - VIC Drivers Licence.jpg Accepted - NSW Digital Drivers Licence.jpg Capture.JPG

ELECTRICAL

Competency	Competency Requirements	Upload Requirements	Examples
LICENCE			
Electrical.Licence.Electrical Supervisors Certificate *Business rule last reviewed and updated by GM³ 15/10/2026*	• Name on Licence to match the person registered • An Electrical qualification to be listed • Electrician Licence with a 'Q' indicated in the bottom right hand corner is accepted - Please see associated example document for additional information • Black and white or colour acceptable • Scanned document to be clearly legible • Issue date to be recorded • Expiry Date on Licence • Declaration Form to be uploaded (separately) to confirm the evidence is a true and accurate record and representation of the worker's training and competency.	• Issue Date = date verified • Expiry Date = date on licence card • Declaration Form = See 'Evidence Requirements' for additional information	Declaration Form.pdf
Electrical.Licence.Electrical Contractor *Business rule last reviewed and updated by GM³ 15/10/2026*	• Name on Licence to match the person registered • An Electrical qualification to be listed • Electrician Licence with a 'Q' indicated in the bottom right-hand corner is accepted - Please see associated example document for additional information	• Issue Date = date verified • Expiry Date = date on licence card Declaration Form = See 'Evidence Requirements' for additional information	Declaration Form.pdf

	• Black and white or colour acceptable • Scanned document to be clearly legible • Issue date to be recorded • Expiry Date on Licence • Declaration Form to be uploaded (separately) to confirm the evidence is a true and accurate record and representation of the worker's training and competency.		
STATEMENT OF COMPETENCY			
Electrical.Certificate of Competency.Electrician *Business rule last reviewed and updated by GM³ 15/10/2026*	• Name on certificate to match the person registered • Proficiency certificate (issued by State Training Services) in an electrical trade. • No expiry • Black and white or colour acceptable • Declaration Form to be uploaded (separately) to confirm the evidence is a true and accurate record and representation of the worker's training and competency.	• Issue date to be recorded Declaration Form = See 'Evidence Requirements' for additional information	Declaration Form.pdf
STATEMENT OF ATTAINMENT			
Electrical.Statement of Attainment.Electrical Engineering in Hazardous Areas – EEHA *Business rule last reviewed and updated by GM³ 15/10/2026*	• Name on certificate to match the person registered • Statement of Attainment to contain the following units as a minimum: UEENEEM091A, UEENEEM023A, UEENEEM027A, UEENEEM038A,	• Issue Date = date achieved • Expiry Date = 3 Years from issue date Declaration Form = See 'Evidence Requirements' for additional information	Declaration Form.pdf

	UEENEEM042A, UEENEEM043A, UEENEEM08A • Must be issued by an RTO with Nationally Recognised Training logo • Black and white or colour is acceptable • Scanned document to be clearly legible • Declaration Form to be uploaded (separately) to confirm the evidence is a true and accurate record and representation of the worker's training and competency.		
Electrical.Statement of Attainment.Level 2 - High Voltage Training *Business rule last reviewed and updated by GM³ 15/10/2026*	• Name on certificate to match the person registered • Statement of Attainment to contain the following units as a minimum: UEPOPS349A, UEPOPS357A, UEPOPS428A, UEPOPS429A, UEPOPS430A OR UEPOPS349B, UEPOPS428B, UEPOPS430B, UEPOPS456A & UEPOPS525A • Must be issued by an RTO with Nationally Recognised Training logo • Black and white or colour is acceptable • Scanned document to be clearly legible • Declaration Form to be uploaded (separately) to confirm the evidence is a true and accurate record and	• Issue date to be recorded Declaration Form = See 'Evidence Requirements' for additional information	Declaration Form.pdf

	representation of the worker's training and competency.		
Electrical.Statement of Attainment.Level 1 - High Voltage Training *Business rule last reviewed and updated by GM³ 15/10/2026*	• Name on certificate to match the person registered • Statement of Attainment to contain the following units as a minimum: UEPOPS349A, UEPOPS428A, UEPOPS429A OR UEPOPS349B, UEPOPS428B, UEPOPS430B & UEPOPS456A • Must be issued by an RTO with Nationally Recognised Training logo • Black and white or colour is acceptable • Scanned document to be clearly legible • Declaration Form to be uploaded (separately) to confirm the evidence is a true and accurate record and representation of the worker's training and competency.	• Issue date to be recorded Declaration Form = See 'Evidence Requirements' for additional information	Declaration Form.pdf

EVIDENCE REQUIREMENTS

The Training & Competency Management Scheme states that:

Where evidence is not provided in an original form or certified copy, or when provided electronically, it must be accompanied by a signed Declaration, confirm the evidence is a true and accurate record and representation of the worker's training and competency.

Type of Evidence	Requirements	Currency
Authorisation / Appointment	- Authorisation / Appointment signed by the Operators Representative or Delegate and a Declaration (IMCTRN0833)	Current or no more than 2 years from the expiry date *(based on IMC reassessment frequency)*
Skills Report	- Skill report from a learning management system and a Declaration (IMCTRN0833)	
Qualification	- An original, or - A certified copy, or - A copy and a Declaration (IMCTRN0833)	Must be current *(Based on industry standards, legislation or IMC reassessment frequency)*
Licence *(Including High Risk Work Licence)*	- An original, certified copy or copy **Licence will be verified (excluding drivers licence)*	Must be current
Assessment	- Copy completed equivalent IMC training and assessment document from another IMC operation, gaps between sites MUST be noted on the RCC form and completed	Current for RCC or within 2 years of the expiry date for RPL *(Based on IMC reassessment frequency)*

A single Declaration Form can be used for multiple forms of evidence when completing contractor validation. The Declaration Form must be hand signed by the worker, a digital signature will not be accepted.

Declaration Form.pdf

FIRST AID

Competency	Competency Requirements	Upload Requirements	Examples
First Aid.Statement of Attainment.Provide First Aid *Business rule last reviewed and updated by GM³ 15/10/2026*	• Name on certificate to match the person registered • Statement of Attainment (or card showing statement of attainment unit of competency) is required to be uploaded with Provide First aid to be listed • The unit of competence should show HLTAID011 Provide First Aid • Must be issued by an RTO with Nationally Recognised Training logo • Black and white or colour is acceptable • Scanned document to be clearly legible • Declaration Form to be uploaded (separately) to confirm the evidence is a true and accurate record and representation of the worker's training and competency.	• Issue Date = date achieved • Expiry Date = 3 Years from issue date Declaration Form = See 'Evidence Requirements' for additional information	PFA Evidence Example.pdf Declaration Form.pdf
First Aid.Statement of Attainment.Perform CPR *Business rule last reviewed and updated by GM³ 15/10/2026*	• Name on certificate to match the person registered • Statement of Attainment (or card showing statement of attainment unit of competency) is required to be uploaded must include reference to "Provide cardiopulmonary resuscitation (CPR)" • The unit of competence should show HLTAID009 Provide cardiopulmonary resuscitation	• Issue Date: as per the issued date on evidence • Expiry Date: 1 year from the issue date Declaration Form = See 'Evidence Requirements' for additional information	CPR Certificate Example.pdf Declaration Form.pdf

	• Must be issued by an RTO with Nationally Recognised Training logo • Black and white or colour is acceptable • Scanned document to be clearly legible • Declaration Form to be uploaded (separately) to confirm the evidence is a true and accurate record and representation of the worker's training and competency.		
First Aid.Statement of Attainment.Advanced Resuscitation *Business rule last reviewed and updated by GM³ 15/10/2026*	• Name on certificate to match the person registered • Statement of Attainment (or card showing statement of attainment unit of competency) is required to be uploaded showing the relevant unit. • The unit of competence should show HLTAID007 Provide Advanced Resuscitation • A Must be issued by an RTO with Nationally Recognised Training logo • Black and white or colour is acceptable • Scanned document to be clearly legible • Declaration Form to be uploaded (separately) to confirm the evidence is a true and accurate record and representation of the worker's training and competency.	• The date of completion on the evidence should be recorded as the Issue Date in Onsite • Expiry date in Onsite should be recorded as the date which is calculated to be one year from the Date of training completion Declaration Form = See 'Evidence Requirements' for additional information	AR Certificate Example.pdf Declaration Form.pdf

HIGH RISK WORK

Competency	Competency Requirements	Upload Requirements	Examples
LICENCES			
OH&S-WHS.High Risk Licence.Forklift (LF) *Business rule last reviewed and updated by GM³ 15/10/2026*	• Name on Licence to match the person registered • Must be valid / in date • Class / Code FL to be listed • Duration as per licence • Must be issued on Work safe or relevant Government Authority High Risk Licence • Black and white or colour acceptable • Declaration Form to be uploaded (separately) to confirm the evidence is a true and accurate record and representation of the worker's training and competency.	• Issue date and expiration date to be recorded • Within the comment section, include the relevant issuing Government authority name and the high-risk licence number Declaration Form = See 'Evidence Requirements' for additional information	Declaration Form.pdf High Risk Licence 2.jpg
OH&S-WHS.High Risk Licence.Dogging (DG) *Business rule last reviewed and updated by GM³ 15/10/2026*	• Name on Licence to match the person registered • Must be valid / in date • Class / Code DG to be listed • Duration as per licence • Must be issued on Work safe or relevant Government Authority High Risk Licence • Black and white or colour acceptable • Declaration Form to be uploaded (separately) to confirm the evidence is a true and accurate record and representation of the worker's training and competency.	• Issue date and expiration date to be recorded • Within the comment section, include the relevant issuing Government authority name and the high-risk licence number Declaration Form = See 'Evidence Requirements' for additional information	Declaration Form.pdf High Risk Licence 2.jpg

OH&S-WHS.High Risk Licence.Basic Rigging (RB) *Business rule last reviewed and updated by GM³ 15/10/2026*	• Name on Licence to match the person registered • Must be valid / in date • Class / Code RB to be listed • Duration as per licence • Must be issued on Work safe or relevant Government Authority High Risk Licence • Black and white or colour acceptable • Declaration Form to be uploaded (separately) to confirm the evidence is a true and accurate record and representation of the worker's training and competency.	• Issue date and expiration date to be recorded • Within the comment section, include the relevant issuing Government authority name and the high-risk licence number Declaration Form = See 'Evidence Requirements' for additional information	Declaration Form.pdf High Risk Licence 2.jpg
OH&S-WHS.High Risk Licence.Intermediate Rigging (RI) *Business rule last reviewed and updated by GM³ 15/10/2026*	• Name on Licence to match the person registered • Must be valid / in date • Class / Code RI to be listed • Duration as per licence • Must be issued on Work safe or relevant Government Authority High Risk Licence • Black and white or colour acceptable • Declaration Form to be uploaded (separately) to confirm the evidence is a true and accurate record and representation of the worker's training and competency.	• Issue date and expiration date to be recorded • Within the comment section, include the relevant issuing Government authority name and the high-risk licence number Declaration Form = See 'Evidence Requirements' for additional information	Declaration Form.pdf High Risk Licence 2.jpg
OH&S-WHS.High Risk Licence.Advanced Rigging (RA) *Business rule last reviewed and updated by GM³ 15/10/2026*	• Name on Licence to match the person registered • Must be valid / in date • Class / Code RA to be listed • Duration as per licence	• Issue date and expiration date to be recorded • Within the comment section, include the relevant issuing Government authority name and the high-risk licence number	Declaration Form.pdf High Risk Licence 2.jpg

	• Must be issued on Work safe or relevant Government Authority High Risk Licence • Black and white or colour acceptable. • Declaration Form to be uploaded (separately) to confirm the evidence is a true and accurate record and representation of the worker's training and competency.	Declaration Form = See 'Evidence Requirements' for additional information	
OH&S-WHS.High Risk Licence.Boom-Type EWP > 11m (WP) *Business rule last reviewed and updated by GM³ 15/10/2026*	• Name on Licence to match the person registered • Must be valid / in date • Class / Code WP to be listed • Duration as per licence • Must be issued on Work safe or relevant Government Authority High Risk Licence • Black and white or colour acceptable • Declaration Form to be uploaded (separately) to confirm the evidence is a true and accurate record and representation of the worker's training and competency.	• Issue date and expiration date to be recorded • Within the comment section, include the relevant issuing Government authority name and the high-risk licence number Declaration Form = See 'Evidence Requirements' for additional information	Declaration Form.pdf High Risk Licence 2.jpg
STATEMENT OF ATTAINMENT			
Qualification.Statement of Attainment.Confined Space Entry Qualification *Business rule last reviewed and updated by GM³ 15/10/2026*	• Name on evidence to match the person registered • Must state RIIWHS202 or equivalent • Must be issued by a registered training organisation (RTO) • Black and white or colour is acceptable • Scanned document to be clearly legible • Declaration Form to be uploaded (separately) to confirm the evidence is a	**NOTE**: Issue date must be within the last 2 years • Issue Date = Date of completion • Expiry Date = To be recorded 2 years from completion date Declaration Form = See 'Evidence Requirements' for additional information	Declaration Form.pdf

	true and accurate record and representation of the worker's training and competency.		

Qualification.Statement of Attainment.Confined Space Standby
Business rule last reviewed and updated by GM³ 15/10/2026
	• Name on evidence to match the person registered
	• Must state (or equivalent):
	  ○ RIIWHS202 - Enter and work in confined spaces
	  ○ MSAPMPER202 - Observe permit work
	  ○ MSAPMOHS217 - Gas test atmospheres OR RIIENV301D - Conduct atmospheric monitoring
	• Must be issued by a registered training organisation (RTO)
	• Black and white or colour is acceptable
	• Scanned document to be clearly legible
	• Declaration Form to be uploaded (separately) to confirm the evidence is a true and accurate record and representation of the worker's training and competency.
		NOTE: Issue date must be within the last 2 years
		• Issue Date = Date of completion
		• Expiry Date = To be recorded 2 years from completion date
		
		Declaration Form = See 'Evidence Requirements' for additional information
			Declaration Form.pdf

Qualification.Statement of Attainment.RIIWHS204 - Work Safely at Heights *Business rule last reviewed and updated by GM³ 15/10/2026*	• Name on certificate to match the person registered • Statement of Attainment in Work Safely at Heights to be listed • Must be issued by an RTO with Nationally Recognised Training logo • Black and white or colour is acceptable • Scanned document to be clearly legible • Declaration Form to be uploaded (separately) to confirm the evidence is a true and accurate record and	• Issue and Expiry Date to be entered • Issue date= date of completion • Expiry Date = 2 years Declaration Form = See 'Evidence Requirements' for additional information	Declaration Form.pdf

	representation of the worker's training and competency.		
Qualification.Statement of Attainment.RIIHAN301B - Operate EWP <11m *Business rule last reviewed and updated by GM³ 15/10/2026*	• Name on certificate to match the person registered • Statement of Attainment for RIIHAN301 - Operate EWP <11m to be listed • Issued by an RTO / Nationally Recognised Training logo • No expiry • Black and white or colour is acceptable • Scanned document to be clearly legible • Declaration Form to be uploaded (separately) to confirm the evidence is a true and accurate record and representation of the worker's training and competency.	• Issue Date = date achieved • Expiry Date = 5 Years from issue date Declaration Form = See 'Evidence Requirements' for additional information	Declaration Form.pdf
Qualification.Statement of Attainment.RIIUND0207 - Conduct UG Lifting Operations *Business rule last reviewed and updated by GM³ 15/10/2026*	• Name on certificate to match the person registered • Statement of Attainment in RIIUND0207 - Conduct Underground Lifting Operations • Issued by an RTO / Nationally Recognised Training logo • No expiry • Black and white or colour is acceptable • Scanned document to be clearly legible • Declaration Form to be uploaded (separately) to confirm the evidence is a true and accurate record and representation of the worker's training and competency.	• Only issue date to be recorded Declaration Form = See 'Evidence Requirements' for additional information	Declaration Form.pdf

INDUCTIONS

Competency	Competency Requirements	Upload Requirements
SURFACE INDUCTIONS		
Generic.Induction.Mines Rescue Surface *Business rule last reviewed and updated by GM³ 15/10/2026*	• Generic Surface Induction delivered by Southern Mines Rescue Station • Name on certificate to match the person registered • Black and white or colour is acceptable • Scanned document to be clearly legible • **Online Generic Surface Induction may be accepted as a refresher for this competency – request to be sent to ictraining@gm3.au for approval and to have it issued.*	• Issue and expiry date to be recorded • Expiry = 2 year from Issue Date
UNDERGROUND INDUCTIONS		
Generic.Induction.Mines Rescue Underground *Business rule last reviewed and updated by GM³ 15/10/2026*	• 4 Day Generic Underground Induction OR GM³ Underground Refresher delivered by a NSW Mines Rescue Station • Completed within the last 12 months • Name on certificate/card to match the person registered • Black and white or colour is acceptable • Scanned document to be clearly legible Generic Underground Induction MUST contain: ○ *RIICOM201E Communicate in the workplace* ○ *RIIERR203E Escape from hazardous situation unaided* ○ *RIIEII205D Apply initial response first aid* ○ *RIIERR302E Respond to local emergencies and incidents* ○ *RIIGOV201E Comply with site work processes/procedures* ○ *RIIRIS201E Conduct local risk control* ○ *RIIWHS201E Work safely and follow WHS policies and procedures*	• Issue and expiry date to be recorded • Expiry = 1 year from Issue Date

LETTER OF COMPETENCY

Competency	Competency Requirements	Upload Requirements
Generic.-.Letter of Competency *Business rule last reviewed and updated by GM³ 15/10/2026*	• Letter on the contracting company letterhead outlining a person's competency for the role they will be performing on site including how long they have been with the company and how long they have performed the role in the industry • Should list the equipment, task and tools to be used while on site • Should list nationally accredited training to be used for any high-risk work to be done on site (eg. working at heights, confined space, rigging, dogging, EWP, crane use etc) • Must be signed by the Manager/Supervisor	• Issue Date = Date verified

MECHANICAL

Competency	Competency Requirements	Upload Requirements	Examples
STATEMENT OF COMPETENCY			
Mechanical.Certificate of Competency.Fitter *Business rule last reviewed and updated by GM³ 15/10/2026*	• Name on certificate to match the person registered • A proficiency certificate (issued by State Training Services) in a mechanical trade • No expiry • Black and white or colour acceptable • Scanned document to be clearly legible • Declaration Form to be uploaded (separately) to confirm the evidence is a true and accurate record and representation of the worker's training and competency.	• Issue date to be recorded Declaration Form = See 'Evidence Requirements' for additional information	Declaration Form.pdf
DIESEL ENGINE SYSTEMS			

Mechanical.Course.Flameproof Diesel Engine Systems
Business rule last reviewed and updated by GM³ 15/10/2026
	• Name on certificate to match the person registered
	• Certificate issued stating completion of demonstrated knowledge and understanding of:
	  ○ Hazards of Diesel Enginer Systems in an Underground Coal Mine
	  ○ Relevant Regulations and the Place of Community Standards
	  ○ Concepts of Explosion Protection Techniques
	  ○ AS3584.2
	  ○ AS3584.3
		• Only issue date to be recorded
		
		Declaration Form = See 'Evidence Requirements' for additional information
			Declaration Form.pdf

	• No expiry • Black and white or colour is acceptable • Scanned document to be clearly legible • ***Mechanical.Statement of Attainment.Diesel Engine Systems for UG Coal Mines can be accepted for this as it is a higher level of this competency*** • Declaration Form to be uploaded (separately) to confirm the evidence is a true and accurate record and representation of the worker's training and competency.		
STATEMENT OF ATTAINMENT			
Mechanical.Statement of Attainment.Hydraulics 1 (MEM18020B) *Business rule last reviewed and updated by GM³ 15/10/2026*	• Name on certificate to match the person registered • MEM18020B - Maintain Hydraulic Components (Hydraulics 1) • MEM30010A & MEM30011A would cover Fluid Power 1 (MEM18018C and MEM18020B) • Issued by an RTO / Nationally Recognised Training logo • No expiry • Black and white or colour is acceptable • Scanned document to be clearly legible • Declaration Form to be uploaded (separately) to confirm the evidence is a true and accurate record and representation of the worker's training and competency.	• Only issue date to be recorded Declaration Form = See 'Evidence Requirements' for additional information	Declaration Form.pdf

Mechanical.Statement of Attainment.Hydraulics 2 (MEM18021B) *Business rule last reviewed and updated by GM³ 15/10/2026*	• Name on certificate to match the person registered • MEM18021B - Maintain Hydraulic Systems • Issued by an RTO / Nationally Recognised Training logo • No expiry • Black and white or colour is acceptable • Declaration Form to be uploaded (separately) to confirm the evidence is a true and accurate record and representation of the worker's training and competency.	• Only issue date to be recorded Declaration Form = See 'Evidence Requirements' for additional information	Declaration Form.pdf
Mechanical.Statement of Attainment.Diesel Engine Systems for UG Coal Mines *Business rule last reviewed and updated by GM³ 15/10/2026*	• Name on certificate to match the person registered • Certificate issued stating completion of the following modules: RIIDES301, RIIDES302, RIIDES304, RIIDES305, RIIDES306, RIIDES307 • No expiry • Black and white or colour is acceptable • Declaration Form to be uploaded (separately) to confirm the evidence is a true and accurate record and representation of the worker's training and competency.	• Only issue date to be recorded Declaration Form = See 'Evidence Requirements' for additional information	Declaration Form.pdf

MEDICALS

Competency	Competency Requirements	Upload Requirements
DRUG AND ALCOHOL		
Generic.Induction.Drug & Alcohol Test *Business rule last reviewed and updated by GM³ 15/10/2026*	• A urine drug test and breath alcohol test must be completed within 30 days prior to the role application. • Testing must be conducted by an appropriately trained/accredited testing provider in accordance with the applicable testing requirements. • The result must confirm 0.000% BAC and a negative drug test result in accordance with AS/NZS 4308. • Where an initial drug test returns a non-negative result, evidence of a negative confirmatory test result performed by a NATA accredited laboratory must be provided with the report.	• Issue Date = Date completed to be recorded • Expiry Date = Not required
FITNESS FOR DUTIES		
Medical.-.Non Coal Mine Worker Medical *Business rule last reviewed and updated by GM³ 15/10/2026*	Workers classified as Non-Coal Mine Workers under Order 45 must complete a Non-Coal Mine Worker Medical Assessment or Pre-Placement Medical. **Requirements:** • Medical must be current within the last 12 months. • GM3 Non-Coal Mine Worker Medical assessment may be completed with IOH Wollongong. • Medical Management Plan must be uploaded with Medical (where required).	• Issue Date = Date of Assessment completion • This will not expire (unless otherwise specified)
Medical.-.Fitness For Duties Letter *Business rule last reviewed and updated by GM³ 15/10/2026*	Ad-hoc contractors who undertake infrequent or limited work for GM3 may provide a Fitness for Duties Letter in place of the standard medical requirement, subject to approval from the relevant GM3 Department Manager. **Requirements:**	• Issue Date = Date of Letter • Expiry Date = 100 years (unless a review date is

	• Must be issues on the Contracting Company's letterhead and include the company • Must be signed by the worker's Company's Supervisor, Manager or HSE representative. • Must include the worker's name and job title • Must confirm the worker's experience in the nominated role • Must confirm the worker has been medically assessed and is currently fit to perform the work associated with the nominated role for GM3. • Must confirm that the Contracting Company will notify the relevant GM3 representative of any change in the worker's fitness for duty.	listed then enter the expiry as this date • Letter must include Contracting Company's logo and Contracting Company supervisor/manager/HSE representative's signature
FUNCTIONAL ASSESSMENT		
Medical.-.Functional Assessment *Business rule last reviewed and updated by GM³ 15/10/2026*	Workers required to complete a Functional Assessment must undertake a role-specific Functional Capacity Evaluation (FCE) relevant to the role they will perform at GM3. **Requirements:** • The assessment must be completed by an appropriately trained health professional. • The worker's name on the assessment must match their portal registration. • The assessment must be specific to the role being undertaken. • The worker must be assessed as functionally fit for the requirements of the role at completion of the FCE. • The worker must achieve at least AVERAGE cardiovascular fitness, assessed using the 3-Minute Chester Step Test. • Refer to Medical Assessment Procedure – Appendix D: Job Role Functional Capacity Evaluation Matrix for the applicable role requirements.	• Issue Date = Date of Assessment completion • This will not expire (unless otherwise specified)
ORDER 43/45 MEDICAL		
Medical.-.Order 43/45 Coal Board Medical	Workers classified as Coal Mine Workers under Order 45 are required to hold a current Order 45 Health Assessment relevant to the role they will undertake for GM3. **Requirements:**	• Issue Date = Date of examination • Expiry Date = 3 years (unless Order43 medical stated

Business rule last reviewed and updated by GM³ 15/10/2026	• Coal Mine Workers must provide a current Order 45 Health Assessment Certificate applicable to the role being undertaken. • The Health Assessment must have been completed within the previous 3 years, or within any earlier review period specified on the Health Assessment Certificate. • The Health Assessment must reflect the worker's correct personal details, role/position and applicable risk category. • Where a Health Assessment Review or earlier follow-up is required, the worker must provide evidence of the current review outcome. • A current Order 43 medical may be accepted where it remains valid under the Order 45 transitional arrangements. • Medical Management Plan must be uploaded with Medical (where required).	earlier follow up review is required)
CHEST IMAGING		
Medical.-.Order 43/45 Coal Board X-Ray *Business rule last reviewed and updated by GM³ 15/10/2026*	Coal Mine Workers requiring chest imaging under Order 45 must complete an ILO chest X-ray as part of their health assessment requirements. **Requirements:** • Chest imaging must meet the Order 45 ILO chest X-ray requirements. • The X-ray documentation must clearly identify the worker, including name and date of birth. • The X-ray must be associated with the worker's current Order 45 Health Assessment. • Uploaded documentation must be clear and legible. • Where an earlier review or follow-up is specified, the applicable review date must be recorded.	• Issue Date = Date of x-ray • Expiry Date =3 years (unless a review date is listed then enter the expiry as the earliest expiring date

OHS / WHS

DCCP WHS Obligations information

Competency	Competency Requirements	Upload Requirements	Examples
OH&S-WHS.Awareness.SWMS Awareness *Business rule last reviewed and updated by GM³ 15/10/2026*	SWMS for the Company person is currently working for and signed acknowledgement by the person All uploaded documents need to be on the following SWMS Letter Template.docx	• Issue Date = Date signed by person	SWMS Letter Template.docx

OTHER QUALIFICATIONS

Competency	Competency Requirements	Upload Requirements
RII Competencies *Business rule last reviewed and updated by GM³ 15/10/2026*	• Name on document to match the cardholders registered name in Onsite • Certificate or statement of attainment to be uploaded showing completion of relevant tertiary qualification • A minimum of one relevant RII unit of competency should be displayed with the competency title • Must be issued by a registered training organisation or authority • Black and white or colour copy is acceptable • Scanned document to be clearly legible • Declaration Form to be uploaded (separately) to confirm the evidence is a true and accurate record and representation of the worker's training and competency	• Issue date to be recorded Declaration Form.pdf = See 'Evidence Requirements' for additional information
Tertiary Qualifications *Business rule last reviewed and updated by GM³ 15/10/2026*	• Name on document to match the cardholders registered name in Onsite • Certificate or Licence to be uploaded showing completion of relevant tertiary qualification • Must be issued by a registered training organisation or authority • No expiry is required • Black and white or colour copy is acceptable • Scanned document to be clearly legible • Declaration Form to be uploaded (separately) to confirm the evidence is a true and accurate record and representation of the worker's training and competency	• Issue date to be recorded Declaration Form.pdf = See 'Evidence Requirements' for additional information
Trade Qualifications *Business rule last reviewed and updated by GM³ 15/10/2026*	• Name on document to match the person • Certificate or Licence to be uploaded showing completion of relevant trade qualification • Apprentice indenture paperwork is accepted were the Position stated on the individual's ATUI form indicates Apprentice • Must be issued by a registered training organisation or authority	• Issue date to be recorded • Expiry date to be recorded if shown

	• Scanned document to be clearly legible • Declaration Form to be uploaded (separately) to confirm the evidence is a true and accurate record and representation of the worker's training and competency	Declaration Form.pdf = See 'Evidence Requirements' for additional information
Other Qualifications *Business rule last reviewed and updated by GM³ 15/10/2026*	• Name on document to match the cardholders registered name in Onsite • Certificate or Licence to be uploaded showing completion of relevant qualification • Black and white or colour copy is acceptable • Must be issued by a registered training organisation or authority • Black and white or colour copy is acceptable • Scanned document to be clearly legible • Declaration Form to be uploaded (separately) to confirm the evidence is a true and accurate record and representation of the worker's training and competency	• Issue date to be recorded • If a licence has been uploaded that displays an expiry date, this expiry should be entered into Onsite Declaration Form.pdf = See 'Evidence Requirements' for additional information
Generic.RPL.Evidence *Business rule last reviewed and updated by GM³ 15/10/2026*	• Certificates or Competency/Skill Reports from other operations that do not apply to other competencies within the library. • For Appointments/Authorisations from other Coal Operations: • Name on appointment / authorisation form to match cardholders name in Onsite • Appointment / authorisation form must be signed • Appointment / authorisation form must be dated • Declaration Form to be uploaded (separately) to confirm the evidence is a true and accurate record and representation of the worker's training and competency **Scanned documents to be clearly legible and contain a Statutory Declaration signed by the worker confirming the evidence provided is a true and accurate reflection of their competency**	• Issue date to be recorded Declaration Form.pdf = See 'Evidence Requirements' for additional information

STATUTORY QUALIFICATIONS

Competency	Competency Requirements	Upload Requirements	Examples
Education.Certificate of Competency.Deputy *Business rule last reviewed and updated by GM³ 15/10/20026*	• NSW Third Class Certificate • NSW Certificate of Competence Deputy • QLD version of the above with a letter from NSW Resources Regulator for Mutual Recognition • NZ version of the above with a letter from NSW Resources Regulator for Mutual Recognition • Name on certificate to match the person registered • No expiry • Black and white or colour acceptable • Scanned document to be clearly legible	• Issue date to be recorded	Accepted - Deputy Certificate.pdf
Statutory.Practising Certificate.Deputy of underground coal mines *Business rule last reviewed and updated by GM³ 15/10/2026*	• NSW Practising Certificate listing the statutory function: Deputy of underground coal mines • Name on certificate to match the person registered • Issued by the NSW Government • Black and white or colour acceptable • Scanned document to be clearly legible	• Issue and expiry date to be recorded • Expiry = as per certificate (5 Years)	
Education.Certificate of Competency.Undermanager	• NSW 2nd Class Certificate • NSW Certificate of Competence Undermanager	• Issue date to be recorded	Accepted - Statutory Undermanager Cert_Redacted.pdf

Business rule last reviewed and updated by GM³ 15/10/2026	• QLD version of the above with a letter from NSW Resources Regulator for Mutual Recognition • NZ version of the above with a letter from NSW Resources Regulator for Mutual Recognition • Name on certificate to match the person registered • No expiry • Black and white or colour acceptable • Scanned document to be clearly legible		Accepted - Statutory Undermanager.pdf
Statutory.Practising Certificate.Undermanager of underground coal mines *Business rule last reviewed and updated by GM³ 15/10/2026*	• NSW Practising Certificate listing the statutory function: Undermanager of underground coal mines • Name on certificate to match the person registered • Issued by the NSW Government • Black and white or colour acceptable • Scanned document to be clearly legible	• Issue and expiry date to be recorded • Expiry = as per certificate (5 Years)	
Education.Certificate of Competency.Mining Engineering Manager *Business rule last reviewed and updated by GM³ 15/10/2026*	• NSW 1st Class Certificate • NSW Certificate of Competence Mine Manager (or variation of this title) • QLD version of the above with a letter from NSW Resources Regulator for Mutual Recognition • NZ version of the above with a letter from NSW Resources Regulator for Mutual Recognition	Issue date to be recorded	Accepted - Statutory Mining Engineering Manager Certificate.pdf

	• Name on certificate to match the person registered • No expiry • Black and white or colour acceptable • Scanned document to be clearly legible		
Statutory.Practising Certificate.Electrical engineering manager of underground coal mines *Business rule last reviewed and updated by GM³ 15/10/2026*	• NSW Practising Certificate listing the statutory function: Electrical engineering manager of underground coal mines • Name on certificate to match the person registered • Issued by the NSW Government • Black and white or colour acceptable • Scanned document to be clearly legible	• Issue and expiry date to be recorded • Expiry = as per certificate (5 Years)	
Statutory.Practising Certificate.Mechanical engineering manager of underground coal mines *Business rule last reviewed and updated by GM³ 15/10/2026*	• NSW Practising Certificate listing the statutory function: Mechanical engineering manager of underground coal mines • Name on certificate to match the person registered • Issued by the NSW Government • Black and white or colour acceptable • Scanned document to be clearly legible	• Issue and expiry date to be recorded • Expiry = as per certificate (5 Years)	
Statutory.Practising Certificate.Ventilation officer of underground coal mines	• NSW Practising Certificate listing the statutory function: Ventilation officer of underground coal mines	• Issue and expiry date to be recorded • Expiry = as per certificate (5 Years)	

Business rule last reviewed and updated by GM³ 15/10/2026	• Name on certificate to match the person registered • Issued by the NSW Government • Black and white or colour acceptable • Scanned document to be clearly legible		
Statutory.Certificate of Competency.Mine Surveyor *Business rule last reviewed and updated by GM³ 15/10/2026*	• Registered Mining Surveyor (Certificate of Competence) • Name on certificate to match the person registered • Issued by the NSW Government • Black and white or colour acceptable • Scanned document to be clearly legible	• Issue date to be recorded	Accepted - Statutory Surveyor_Redacted.pdf

TRAINING AND ASSESSMENT

Competency	Competency Requirements	Upload Requirements	Examples
Education.Certificate.IV Workplace Training & Assessment *Business rule last reviewed and updated by GM³ 15/10/2026*	• Name on certificate to match the person registered • TAE40122 Training and Assessing Qualification (or subsequent) as recognized by the Australian Qualifications Framework. • Issued by an RTO / Nationally Recognised Training logo • No expiry • Black and white or colour is acceptable • Scanned document to be clearly legible • Declaration Form to be uploaded (separately) to confirm the evidence is a true and accurate record and representation of the worker's training and competency.	• Issue date to be recorded Declaration Form = See 'Evidence Requirements' for additional information	Declaration Form.pdf
Education.Certificate.IV Training & Assessment *Business rule last reviewed and updated by GM³ 15/10/2026*	• Name on certificate to match the person registered • Specific Training and Assessment units from TAE40122 (or earlier) Certificate IV Training and Assessment OR TAEDEL311 Provide work skill instruction and TAEASS412 Assess competence to be listed • Issued by an RTO / Nationally Recognised Training logo	• Issue date to be recorded Declaration Form = See 'Evidence Requirements' for additional information	Declaration Form.pdf

	• No expiry • Black and white or colour is acceptable • Scanned document to be clearly legible Declaration Form to be uploaded (separately) to confirm the evidence is a true and accurate record and representation of the worker's training and competency.		

WELDING

Competency	Competency Requirements	Upload Requirements	Examples
Fabrication Metal & Welding.Certificate of Competency.Boilermaker *Business rule last reviewed and updated by GM³ 15/10/2026*	• Name on certificate to match the person registered • Certificate showing completion of mechanical trade. • No expiry • Black and white or colour acceptable • Must be clearly scanned and legible • Declaration Form to be uploaded (separately) to confirm the evidence is a true and accurate record and representation of the worker's training and competency.	• Issue date to be recorded Declaration Form = See 'Evidence Requirements' for additional information	Declaration Form.pdf
Fabrication Metal & Welding.Course.Mines Introduction to Welding Cutting and Safety *Business rule last reviewed and updated by GM³ 15/10/2026*	• Name on certificate to match the person registered • NSW Tafe Module Number 29264A • No expiry • Black and white or colour is acceptable • Declaration Form to be uploaded (separately) to confirm the evidence is a true and accurate record and representation of the worker's training and competency.	• Only issue date to be recorded Declaration Form = See 'Evidence Requirements' for additional information	Declaration Form.pdf