PROSUM07
Use and update mine plans and records

Overview

This standard is about being able to access relevant underground mine plans / records covering their area of responsibility. Equipment identified by symbols on plans need to have their actual location verified. Shortfalls or omissions need to be rectified and / or reported promptly to appropriate line manager. Supervisors also need to be familiar with statutory and organisational records requiring to be completed.

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Performance criteria

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You must be able to:

P1 locate, obtain and identify plan/s relevant to the work
P2 correctly interpret the plan/s
P3 consult with appropriate people clarification or additional information is required
P4 locate, identify and confirm equipment from mine plans
P5 initiate prompt corrective action where plans and equipment locations do not correspond
P6 any problems or conditions outside your area of responsibility are reported promptly to the appropriate person
P7 inform others affected of anomalies and ensure their safety whilst queries and discrepancies are addressed/resolved
P8 complete records/reports according to legislative requirements and organisational procedures

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Knowledge and understanding

Mine plans

You need to know and understand:

K1 the main principles of health and safety legislation and regulations relevant to mine plans
K2 standards relevant to mine plans
K3 approved codes of practice and guidance relating to mine plans
K4 the uses of mine plans
K5 the range and location of mine plans pertinent to your area of responsibility, for routine work and for special/unusual circumstances
K6 organisational procedures for obtaining access to relevant plans
K7 how to use mine plans to discharge your responsibilities
K8 the circumstances where additional or specialised plans may be required
K9 information contained on mine plans
K10 organisational reporting procedures for instigating changes to mine plans

Records

You need to know and understand:

K11 the inspection records to be completed under legislation and organisational procedures
K12 when records must be completed
K13 the purpose and importance of the various sections/categories of inspection records
K14 the importance of accurately completing, signing and dating records
K15 organisational procedures, methods and systems for controlling, storage and retrieval of all completed organisational and statutory records relevant to your area of responsibility

Working with others

You need to know and understand:

K16 your own responsibilities regarding plans and records, and the limitations of your responsibility
K17 the responsibilities of others in respect of the completion, amendment, maintenance, storage and retrieval of mine plans and records
K18 the importance of effective communications, written and verbal, to those in the reporting chain
K19 the benefits of team work, and how to achieve it

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