

PROCEDURE FOR THE APPOINTMENT OF ENVIRONMENTAL TRAINING SPECIALISTS

This document specifies the appointment of specialist consultants/experts to provide environmental training and certification of staff at the site in conducting monitoring activities as specified in Section 5.1 of the site's Environmental Management Plan.

Site: Pakenham Quarry

Date prepared: xx.xx.07

Scope of Work

- Prepare a draft scope of work for each of the required training processes (see list below) and obtain the names and capability statements for, at least, three individuals or organisations considered capable of completing the tasks.
- Present drafts to the ERC for review and comment.
- Finalise scopes.
- Obtain detailed proposals and quotations from the individuals or organisations on the list provided by the ERC Chair and nominate one of the individuals or organisations to complete each process.
- Make the appointment(s).

Structure of Training

- Training must be structured to include both theoretical and practical instruction.
- Trainees must be required to demonstrate by a combination of written test, verbal examination and practical demonstration that they have acquired sufficient competency in the subject material to undertake the required monitoring activities accurately and reproducibly.

Form of Certificate Certifying Competence.

- The training specialists appointed will nominate the form of the Certificate certifying competence.

Refresher Training

- The training specialists appointed will nominate the appropriate interval for refresher training to be conducted.