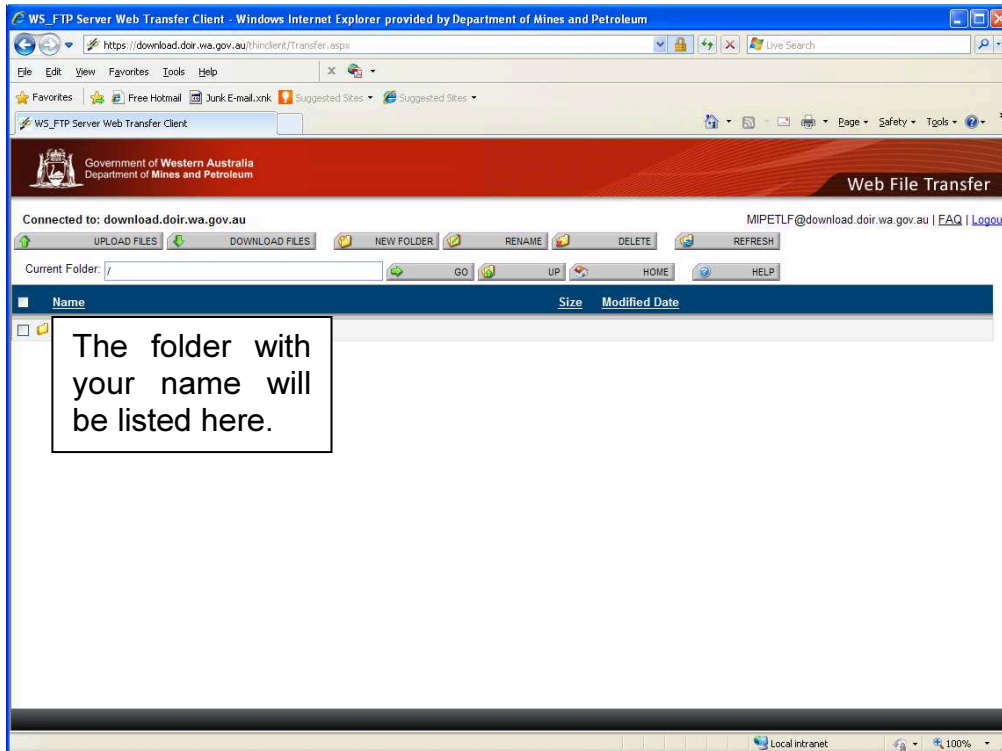




HOW TO USE DMP's MANAGED FILE TRANSFER SYSTEM (MFT) TO SUBMIT MINE PLANS

EXAMPLE SCREENSHOT



UPLOADING (Submitting Mine Plan PDFs to DMP)

1. Prepare **mine plan pdfs containing surveyor's signature and listing of plans** as described in the exemption: <http://www.dmp.wa.gov.au/6694.aspx#6885>
2. Zip all files into one (using Winzip or similar).
3. Open internet and go to <https://download.dmp.wa.gov.au/thinclient>
4. Enter your DMP Single Sign On (Ex number) and password. If you do not have a DMP Ex number you will not yet be able to access the Managed File Transfer System. See the other How To sheet "How To Create a Single Sign On (Ex Account) To Use DMP Systems" for instructions about creating a DMP Single Sign On.
5. Double click to open the folder mineplans_yourname.
6. Use Upload Files button to transfer the zip file containing the plans you want to submit.
7. **Please note that the onus remains on mine surveyors to ensure that the plans are received by DMP.** To facilitate this, send an email to rsdmineplans@dmp.wa.gov.au to indicate that you have submitted plans.

You will receive an acknowledgement from DMP within a few weeks of making a submission. If this does not arrive please call 9358 8115 so that your submission can be followed up.

HARDCOPIES NO LONGER NEED TO BE SUBMITTED

The Mines Safety and Inspection Regulations 1995 require hardcopies to be submitted for commencement, suspension and abandonment.

However, as of 17 September 2014, the State Mining Engineer has issued a General Exemption about hardcopy submission.

<http://www.dmp.wa.gov.au/6694.aspx#6885>

Provided that Mine Surveyors adhere to the requirements contained in the General Exemption, hardcopies do not need to be submitted.

DATA FILES DO NOT NEED TO BE SUBMITTED

There is no requirement for Mine Surveyors to submit survey data (such as Surpac).

CONTACT PERSON

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