



Quick help guide to inspections and site visit records

After inspecting a mine or exploration site a record book entry is made to record the findings from the visit. It lists aspects such as the parts of the mine inspected, the nature of inspection, defects observed, actions taken and any further actions that are required to be taken.

The Department of Mines and Petroleum's Safety Regulation System (SRS) has now been upgraded to act as the platform for raising and issuing these records of an inspection. These records will be named Site Visit Records (SVRs) and will be accessible in SRS.

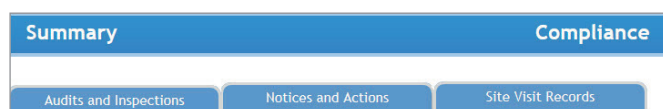
Registered industry users will be able to review and progress defects and matters for actions arising from a visit to their site.

Site Visit Records

A SVR will be completed after inspectors have attended a mine site to conduct an inspection, audit, investigation activity, presentation or meeting. It will be issued electronically via SRS after completing the site visit.

Access to the SVRs and related information in SRS is based on existing security roles for Audits.

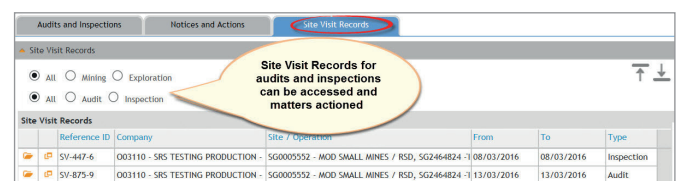
SVRs are accessible within the summary page of the Compliance sub system.



The SVR package will be sent via an email alert to SRS registered Registered Managers (RM). Where appropriate, additional site personnel with SRS access, such as alternate RMs, may also be selected by the inspectors to receive the SVR package.

The email package will contain PDF copies of the SVR and any notices issued. In addition, direct links to view and carry out any required actions will be included in the email.

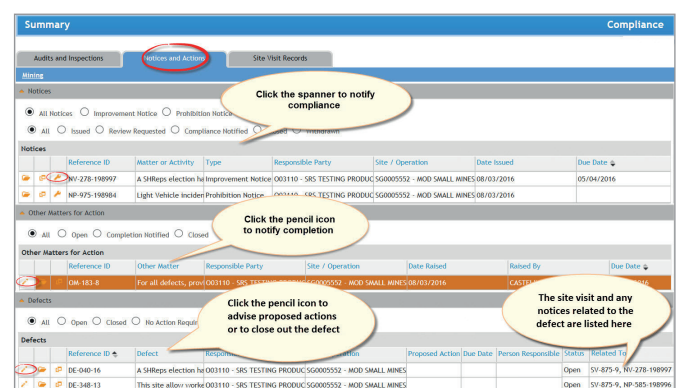
The SVR and any notices issued will need to be securely affixed into the mine record book.



Notices and Actions

Defects and Other Matters for Action raised as part of the site visit are visible via the Notices and Actions tab in SRS.

Proposed actions related to defects, close-out of defects and the completion of Other Matters for Action should be notified via SRS.



Related Item tab

The Related Item tab within an Inspection, Audit or SVR is a useful way to find and access related information.

Related Item

Items related to an audit or inspection are visible within the Related Item tab.

Click to open

Related Reason

Status

View

DE-348-13	Defect	Audit To Defect	Open	Industry
OM-576-10	Other Matter for Action	Audit To Other Matter for Action	Open	Industry
DE-040-16	Defect	Audit To Defect	Open	Industry
NP-585-198996	Prohibition Notice	Audit To Notice	Issued	Industry
NV-278-198997	Improvement Notice	Audit To Notice	Issued	Industry
SV-875-9	Site Visit Record	Audit To Site Visit Record	Issued	Industry

Audits and Audit Reports

Click radio buttons to filter by type - Audits and Inspections

Reference ID	Company	Site / Operation	From	To	Lead	Status	Type
AU-928-198991	SRS TESTING PRODUCTION	SG000552 - MOD SMALL MINES / RSE	13/03/2016	13/03/2016	SMITH, John (MABCD)	Completed	Audit
E-252-198982	SRS TESTING PRODUCTION	SG000552 - MOD SMALL MINES / RSE	08/03/2016	08/03/2016	SMITH, John (MABCD)	Completed	Inspection
AU-870-140112	SRS TESTING PRODUCTION	SG000552 - MOD SMALL MINES / RSE	30/04/2013	01/05/2013	BLOGGS, Joe (MEDOI)	Completed	Audit

Audits and inspections conducted at a mine site will generate a SVR.

Audit guides and templates have been renamed and updated to ensure currency. These are available via the DMP website.

The audit report provided to a mining operator after an audit will consist of two parts: the Audit Summary and the Audit Details. Each part will be available as separate PDF documents.

REFERENCE ID: AU-928-198991 | Status: Completed | SRS TESTING PRODUCTION - EXPLN & MINING

Overview	Audit
Audit Summary Submission Audit Template Audit Tools Industry Feedback	Click to view SVR from within an Audit

Overview	Audit	Notices and Actions	Related Communication
Reference ID	Created At	Type	
Comm-216-1075415	08/03/2016 16:30	Alert	Alert
<p>To: Smith, John (External) (ex12345) Bloggs, Joe (External) (ex22222)</p> <p>Reference ID: Comm-216-1075415 Regarding: AU-928-198991 For: SRS TESTING PRODUCTION - EXPLN & MINING, SG000552 -</p> <p>From: SRS Compliance Manager</p> <p>Title: The Audit AU-928-198991 has been completed</p>			
<p>Details</p> <p>AU-928-198991_AuditSummary.pdf (160.55 KB)</p> <p>AU-928-198991_AuditDetails.pdf (137.63 KB)</p>			

PDF attachments are available in Related Communication

Where can I find further information?

- Industry awareness sessions via webinars to keep industry informed.
- Help in SRS provides information.
- A FAQ factsheet is available through Help in SRS.
- Face-to-face interaction with inspectors on site visits and at events (e.g. industry forums, roadshows).
- Updates through Resources Safety Matters magazine and weekly email news alerts when subscribed via www.dmp.wa.gov.au/Subscriptions