Government of **Western Australia**
Department of **Mines and Petroleum**
Resources Safety

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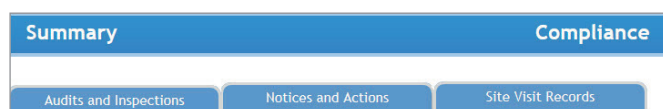
Registered industry users will be able to review and progress defects and matters for actions arising from a visit to their site.

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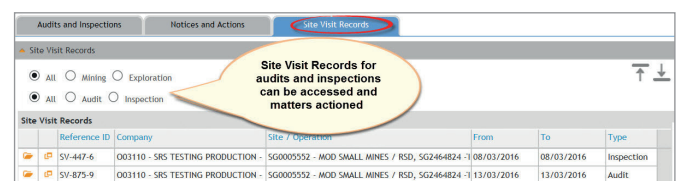
SVRs are accessible within the summary page of the Compliance sub system.

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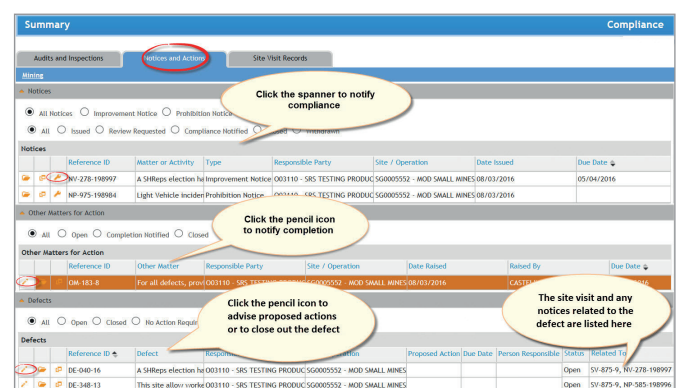
The SVR and any notices issued will need to be securely affixed into the mine record book.

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.

Audits and Audit Reports

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.

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