

**LETTER TO BE PROVIDED ON A COMPANY LETTER HEAD**  
(to include company address, contract details and ABN number)

Date:

**LETTER OF COMPETENCY**

To whom it may concern,

I am satisfied that the person listed below is competent to carry out the duties listed below. They also possess the experience, knowledge, skills and capabilities necessary to carry out the duties as detailed below in a professional and safe manner.

**1. NAME OF PERSON:**

.....

**2. ROLE:**

.....

**3. SUB-CONTRACTOR:**

Is this employee a sub-contractor to the Principle Contractor? Yes  No

If yes, please advise name of sub-contracting company: .....

**4. DESCRIPTION OF DUTIES:**

.....  
.....  
.....  
.....  
.....

**5. LEVEL OF SUPERVISION TO BE PROVIDED BY CONTRACTOR COMPANY:**

Immediate supervision required (supervisor/team leader to be on hand)

With appropriate directions provided, Periodic Supervision is required

Can work independently after initial direction

**6. QUALIFICATIONS/SKILLS/TRAINING AND ASSESSMENT SUPPORTING COMPETENCY**

**NB: Please attach Proof to your application if stated**

**Tertiary Qualifications:** (Certificate II, Certificate III, Certificate IV, Diploma, Advanced Diploma, Degree) .....

.....

**Trade Certification:** (Certificate of Proficiency or TAFE Qualification and Craft Certificate)

.....

**Licences:** (High Risk Work Licence, Electrical Supervisor, Dangerous Goods)

.....

.....

**Nationally Recognised Units of Competency:** (Working at Heights, Confined Spaces)

---

---

**Training Courses:** (Isolation Officer, Electrical Package / Course, OEM Training, in-house Training, MDG 25)

---

---

In line with Mount Thorley Warkworths requirements and sites expectations, the above named person will receive relevant training in relation to MTW's company policies, procedures and work management systems prior to performing tasks at site.

I confirm that this employee is fit to undertake the duties as described in this competency statement.

Yours faithfully

Name

Signature

Position (must be a person authorised to confirm the employee's competency)

Ph

Email