

# LETTER OF CONFIRMATION OF PREVIOUS EXPERIENCE

**Note: Ensure the details are printed clearly & all sections are completed or the Letter will not be accepted**

**Worker's name**

**Worker's Job Title**

(Whilst employed with the below company)

**Referee's name**

(Name of person providing Letter of Confirmation of Previous Exp)

**Referee Position / Title**

**Referee relationship to Worker**

(Direct manager / supervisor)

**Company Name**

**Referee Contact Number(s)**

**Referee Email**

**To whom it may concern**

Re:

who is a:

*(Insert Workers's name)*

*(Insert job title)*

***I certify that the above-named person has:***

Worked at:

for a period of:

*(Insert name of company)*

*(Insert length of time)*

During this time the worker has demonstrated experience with following types of plant equipment and/or performed the following duties (please complete the relevant table below).

Plant Type (i.e. excavator, Continuous Miner, etc)	Make (i.e. Komatsu)	Model (i.e. CAT D10 Dozer, 12CM12 Miner, etc )	Qualifications <i>(Insert RII No and Course information)</i>	Approx years of experience

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Role	Qualifications <i>(Insert Qual No. and/or Course information)</i>	Approx years of experience

They have consistently completed the following activities to an acceptable workplace/industry standard within this organisation (tick those that apply):

- Participating in daily pre start briefings
- Applying work health, safety and environment procedures
- Planning work, including identifying hazards and appropriate risk controls
- Conducting routine checks on the item(s) of plant and equipment specified above
- Selecting, setting up and using appropriate plant and equipment for the task
- Using the above item(s) plant and equipment in accordance with relevant standards and training
- Complying with safe work instructions (i.e. SWMS)

### Additional Comments

I declare this information is true and correct to the best of my knowledge.

*(Signature)*

*(Date)*