



Request for Proposal (RFP) Document
for
Revision and Rationalization of Qualification Packs
(QP) and National Occupational Standards (NOS)
of Job Roles in Mining Industry

Issued by:

Skill Council for Mining Sector

FIMI House, B-311, Okhla Industrial Area, Phase – 1

New Delhi

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1. Administrative Details

1.1 Contact Details

The Proposal under this RFP will be addressed and sent to

**Chief Executive Officer
Skill Council for Mining Sector
FIMI House, B – 311,
Okhla Industrial Area, Phase – 1
New Delhi – 1100020**

For any clarifications regarding the RFP, please contact on or before 4th December 2020 to any of the following officials:

Mr. Bikram Sahu
**Head- QP, Curriculum Design, Content
Development & NAPS, Manager – Business
Development**
Phone: +91-9711809076
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Mr. Apoorv Aishwarya
**Manager (Content
Development)**
Phone: +91-9559384547
Email: scms@skillcms.in

1.2 Important information

Bidding agencies are advised to study this RFP document carefully before submitting their proposal. Submission of a proposal in response to this notice shall be deemed to have been done after careful study and examination of this document with full understanding of its terms, conditions and implications.

Proposal must offer services for the total requirement. Proposals offering only part of the requirements will be rejected. The bidder is expected to examine all corresponding instructions, terms and specifications in the RFP document. Failure to comply with these documents will be at the bidder's risk and may affect the valuation of the Proposal.

1.3 Schedule of Events: The following table provides a schedule of Events relating to this request.

Event	Timelines (Days)
RFP issued to the vendors/published on SCMS website	D+0
Last date of receipt of queries and clarifications on RFP	D+5
Pre-bid meeting	D+7
Last date of submission of proposals	D+15
Proposal presentation	D+20
Award of contract by SCMS	D+25
Commencement of implementation of the project	D+30

D stands for date of advertisement

*The timeline furnished above are subject to revision by SCMS

2. Skill Council for Mining Sector

Skill Council for Mining Sector (SCMS) promoted by FIMI, is a body registered under Section 8 of the Companies Act, 2013, and is formed under the aegis of National Skill Development Corporation (NSDC).

SCMS is an apex body to train and meet the requirement of skilled workforce for the mining industries on a sustained and evolving basis with the support of the industry. It is one of the core activity of SCMS to formulate the National Occupational Standard (NOS) for different job roles aligned to National Skill Qualification Framework (NSQF) notified by Government of India, in December, 2013 which organizes qualification according to a series of level of knowledge, skill and aptitude. These levels are defined in terms of learning outcome which the learner must possess regardless of whether they were acquired through formal, non-formal or informal learning.

Ministry of Skill Development & Entrepreneurship (MSDE) in its notification dated 17th March, 2015 has authorized SCMS as a non-statutory certification agency. SCMS conducts training and up-skilling of workers on various job roles in the mining sector, through experts and its accredited training partners.

SCMS has carried out the occupational mapping across the mining sector. Mining sector comprises of six sub-sector: Exploration, Mining operations (Open cast & underground), Engineering Services, Mineral Beneficiation, Administrative & Support Services and Metal Extraction & Refining. Highest Occupational engagement is in excavation, loading, hauling and mechanical services. India's Mining Sector is largely concentrated to 13 key states i.e. Jharkhand, Rajasthan, Odisha, Chhattisgarh, Gujarat, Madhya Pradesh, Andhra Pradesh, Telangana, Maharashtra, West Bengal, Tamilnadu, Karnataka and Goa.

In the year 2018-2019, mineral sector (other than petroleum & natural gas) contributed 1.75% to the country's GDP. The mining sector is an important segment of the Indian economy. For the share of mining and quarrying to increase from current 3% of GDP to 5% of GDP over next 20 years, the mining sector shall grow at 10.5% per annum on average.

Objectives of Skill Council for Mining Sector

- SCMS plans to up-skill and train approximately 4.50 lakhs people for mining industries including 50,000 new inductees to make them employable within a period of ten years.
- Develop National Occupational Standards (NOS) for the mining industry.
- Develop skill competency standards and qualifications requirements aligned to the needs of mining industry and statutory requirements.
- Initiate skill cataloguing for the mining industry.
- Create comprehensive 10-year skill development plan for the catalogued skills in the mining industry.
- Working with industry stakeholders, Government agencies and NSDC to set up a Labour Market Information System (LMIS).
- Standardize the processes of affiliation & accreditation and participate in these processes.
- Identify and create a pool of trainers, assessors and training providers.

- Setting up of Centre of Excellence.

3. Request for Proposal

- SCMS seeks RFP from reputed consulting firms, which can undertake the job of development of “National Occupational Standards” as per the scope given in the RFP documents.
- Qualification Packs (QPs) when initially approved by the regulatory body are provided validity for a specific period ranging from 2 to 5 years. When the QP-NOS come up for re-validation, they may be modified as per the current trends and market requirement.
- With new directives from NCVET and NSDC, the entire Qualification Review Committee (QRC) Docket needs to be reworked and reformatted as the template for various the documents have been revised.
- According to the QP-NOS Review Guidelines, it is recommended that QP-NOS be periodically updated for relevance to industry and labour practices. When the QP-NOS is created, the Next Review Date is mentioned in the QP-NOS document. QPs can, however, be revised at the discretion of the concerned SSC (Sector Skill Council) in case of technological or market disruption. In the event of the lapse of the QP review date, SSC has to follow the standard process for industry validation and consequently seek Qualifications Review Committee (QRC) approval following that, National Skill Qualifications Committee (NSQC) approval will be required. Standard industry validation and employer concurrence is required to be submitted as part of the all other deliverables required in the QRC docket
- The Core considerations to be taken while Revising and Rationalizing the QPs are:
 - Rigor and robustness of NOS and their NSQF levelling.
 - Inclusion of sustainability, gender, PwD and behavioural skills.
 - Curricula design/development for broader utility across qualification types.
 - Nomenclature and QP/NOS coding, along with NCO codes.
 - Occupational Map and Career Progression.

SCMS, through this Request for Proposal (RFP), seeks to select competent consulting firms with relevant experience and capabilities to revise National Occupational Standards (NOS) for selected job roles based on the envisaged career path in the mining industries in India.

4. Scope of Work

The scope of this project shall include but not necessarily be limited to the following tasks:

4.1 Assessment of current skill, knowledge/competencies required with standards of performance for identified occupations in the Mining sector.

4.1.1 Job-roles for the project have been enclosed herewith in Annexure – A. This RFP is for Review of 36 Job Roles related Qualification Packs.

4.1.2 A minimum of 10 companies and Industry associations are to be visited and interviewed, PAN India, as per guidelines.

4.2 Updation of Occupational and Functional Maps of Mining Sector & Industry Workforce: Identify and map out critical skills, competencies and standards thereof for consistent performance as per standards laid out in NSDC QP-NOS Protocol.

4.3 Revision & Rationalization of QP-NOS in terms of:

- 4.3.1 Relevance of the Technical content.
- 4.3.2 Reducing redundancies and overlaps at the NOS level.
- 4.3.3 Inclusion of competencies for gender mainstreaming & inclusivity, “greening” or sustainable development, sensitization for persons with disability and behavioural competencies.
- 4.3.4 Possibility of broadening the scope of the QPs, if applicable- Multi-Skilled, Electives, or Options

4.4 Review of Assessment criteria, if required

4.5 Listing of Equipment / tools for delivery of training for the QP

4.6 Development of Model Curriculum as per the NSDC template

4.7 Validation through key stakeholders and documentation of QP-NOS as per NSDC guidelines.

4.8 Produce Final Version of QP-NOSs on Skill India Portal (SIP)

4.9 Approval of revised QPs by QRC and NSQC as per the communicated/available dates.

5. Project Timeline & Deliverables

Time schedule for important deliverables to be submitted to SCMS, are given below:

S#	Timeline	Deliverables
T: Project Start Date.		
1.	T+ 1 week	Inception report including activity time schedule presented and validated with detailed work plan
2.	T+ 3 weeks	<ul style="list-style-type: none"> • Report on Interaction with industry and key stake holders to research and analyze the Sector-Prepare the Stakeholder Map and update the Sector Profile and the • Labour Market Clarity Report
3.	T+ 5 weeks	Occupational Analysis and Development of Career Progression for the selected Job Roles
4.		Identification of QPs to be rationalized: <ul style="list-style-type: none"> ➤ QPs for Multiskilling- QPs designed to broaden the scope of existing QPs through merging relevant QP-NOS ➤ QPs with Electives- QP-NOS designed to promote specialization within a job role QPs with Options- QP-NOS designed to add skills to a job-role for wider applicability
5.		Interim Report: <ul style="list-style-type: none"> ➤ Occupational Analysis & development of Career Progression Maps ➤ Identification of QPs to be rationalized
6.	T+ 9 weeks	Draft of Reviewed/Rationalized QP-NOSs along with the Assessment criteria
7.	T+ 11 weeks	Validation of final draft with key stakeholders
8.	T+ 13 weeks	Final QP-NOS after study, findings and validation along with the Model Curriculum, Q-Files, Equipment List for training, Summary Sheets, Presentations, etc., as required in the QRC Docs
9.	T+ 14 weeks	Upload & Submission of revised QP-NOS on Skill India Portal (SIP)

- 5.1 Review meetings with SCMS will be held every two weeks from the start of the Project or as and when required at SCMS office/ online virtual meeting.
- 5.2 The final report will be validated by a team of experts and SCMS sub-committee for Standards.

6. Eligibility Criteria for bidder

The following entities will be eligible to participate in the RFP:

- 6.1. Only legally established, Indian entities will be considered for submitting bid.
- 6.2. It is mandatory for the applicant entity to be registered as an organization (company or society, but not firms / proprietorship)
- 6.3. Limited Liability Partnership (LLP) organizations will be ineligible to bid.
- 6.4. Bids from consortiums will not be accepted.
- 6.5. Copy of Registration Certificate and Memorandum of Association to be forwarded with application.
- 6.6. For the purpose of 'bids' entities having several 'sister' concerns with the same / shared management can apply only as a single applicant. Applications from other concerns with shared management will NOT be regarded as separate applicants.
- 6.7. Any organization that has been blacklisted by any central / state government at the time of submitting bid will be ineligible.
- 6.8. Any organization / directors against whom criminal proceedings are in progress / charges framed will be ineligible to bid.
- 6.9. Bids from religious organizations / trust catering only to a particular segment are ineligible to apply.

7. Proposal Submission Guidelines

- 7.1. In order to apply, the bidders are expected to submit a proposal, keeping in mind the scope of work described in section 4 and expected deliverables with timelines as mentioned in section 5.
- 7.2. The bidder should submit both the technical (original and one copy of technical proposal) **along with proof /evidence of security deposit paid (on line or DD) as detailed under point no 10.8** and financial proposal (only original) in two separate sealed covers, appropriately superscripted as technical proposal and financial proposal, with both the covers kept in a common sealed cover, which shall be superscripted as the **“Proposal for – Revision and Rationalization of Qualification Packs (QP) and National Occupational Standards (NOS) of Job Roles in Mining Industry”**. The sealed proposal to be sent to below address before the deadline for submission of proposal:
Chief Executive Officer,
Skill Council for Mining Sector,
FIMI House, B – 311,
Okhla Industrial Area, Phase – 1,
New Delhi – 110020
- 7.3. Deadline for submission of proposal is: **5th December, 2020 till 3pm.**

8. Proposal Opening and Evaluation

- 8.1. The Standard Sub-Committee of SCMS will evaluate the responses of the bidders to the RFP. Inability to submit requisite supporting documents / documentary evidence may cause the proposal to be rejected.
- 8.2. The decision of the Standard Sub-Committee, in response to the RFP will be final. No correspondence will be entertained in this context. A two stage evaluation criteria will be adopted for evaluating the bids submitted within the timeline mentioned. All proposals received after the timeline mentioned for submissions of proposals, will be rejected.
- 8.3. The proposals shall be opened on **5th December, 2020 at 3:30pm** by SCMS in presence of representative of bidders who are present. Only the technical proposal will be opened on this day, while the financial proposal will be kept in a sealed cover.
- 8.4. Technical proposal shall not include any financial information related to this bid. Technical proposal containing financial information shall be declared non responsive.
- 8.5. **Technical evaluation criteria:**

The technical evaluation of the proposal will be carried out by Standard Sub-Committee of SCMS broadly as per the criteria and scoring mentioned below:

S. No.	Evaluation Criteria	Definition	Point Score
1.	Capability and Technical ability	Understanding of the project and knowledge of issues relating to the review/rationalization/development of National Occupational Standards and ability to meet the project objectives.	15
2.	Regional/Field Presence	Span of spread of Operations, of the Organization across States/ Regions	10
3.	Methodology of Execution	Description of the project management methodology work plan describing processes, key activities, approach to the research, consultation, and development process, detailed work breakdown structure, understanding of major deliverables and control systems to be used to efficiently manage the project	15
4.	Timelines for Execution	Capacity to achieve milestones and complete the project timelines as defined in the RFP	10
5.	Prior Experience of having Worked in the Mining Sector	Preference to be given for Mining sector work	10
6.	Experience on work related to QP-NOS for any SSC	Prior experience of developing/reviewing of QP-NOS for any Sector Skill Council	10
7.	Profile of the Consultants/ Senior people managing the project at the Regional or Zonal level	Minimum 5 senior level person including the Head of Department of which minimum one person should have the Mining industry experience)	10
8.	Technical Presentation		20
	TOTAL POINTS		100

8.6. Supplemental information to the RFP If SCMS deems it appropriate to revise any part of this RFP or to issue additional data to clarify an interpretation of provisions of this RFP, it may issue supplements to this RFP. Any such corrigendum shall be deemed to be incorporated by this reference into this RFP.

8.7. A presentation would have to be made by bidders before the Standard Sub-Committee, as part of evaluation of technical proposal.

8.8. The bidder scoring minimum 70 marks under technical evaluation will be shortlisted for further scrutiny.

8.9. The financial proposals of only those bidders whose technical proposals are shortlisted will be then open in presence of shortlisted bidders, who may depute their representatives at the denoted time and day. The bidder quoting the lowest cost would be declared as successful proposer.

8.10. Bidders should submit their technical and financial proposal in the below mentioned format:

8.10.1. Technical proposal format:

8.10.1.1. A Descriptive note on the Project and deliverables as per your understanding.
8.10.1.2. Approach paper with details on methodology: This section should demonstrate the Bidder's responsiveness to meet or exceed the specifications, given by SCMS. The description should briefly describe the proposed methodology.
8.10.1.3. The selected vendor may suggest changes / additions / modifications for more effective achievement of the objective by:
8.10.1.4. Referring to the Development of Qualification Packs & National Occupational Standards for Job Roles in Mining Industry.
8.10.1.5. Industry Survey to determine the emerging demands for various Occupations / Job Roles in the sector
8.10.1.6. Profile of Consultants Executing the Project - Details to be attached
8.10.1.7. Spread and Reach – Details of office / operations across States / regions
8.10.1.8. Time-lines for Execution of the Project which has to be on or before the schedule mentioned under point no. 5

8.10.2. Financial proposal format

S. No.	Evaluation criteria / Definition	
	Services	Fee for Services (INR)*
1.	Cost for Revision Per QPs	
2	Cost for entire lot of 36 QPs.	
3.	Tax type.....@ rate	
4	Total Value (S.No.1+S.No.3)	

5	Total Value (S.No.2+S.No.3)	
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In case of upward revision to duties and taxes the Bidder will be responsible to incur the additional cost. The scores will be calculated up to one decimal place.

8.10.3. In case of a tie between two bidding organizations for overall evaluation score, the decision of the Committee will be considered as final.

9. Proposal Preparation Cost

The bidder is responsible for all costs incurred in connection with participation in this process, including, but not limited to, costs incurred in conduct of informative and other diligence activities, participation in meetings / discussions / presentations, preparation of proposal, in providing any additional information required by SCMS to facilitate the evaluation process and in negotiating a definitive Contract or all such activities related to the bid process. SCMS in no case will be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

This RFP does not commit SCMS to award a contract or to engage in negotiations. Further, no reimbursable cost may be incurred in anticipation of award or for preparing this bid.

All materials submitted by the bidder become the property of SCMS and may be returned completely at its sole discretion.

10. GENERAL INSTRUCTIONS

- 10.1. Firms submitting the proposal must be a legal entity duly incorporated under the law and in existence for at least five years in India
- 10.2. Must have a Permanent Account Number (PAN) from Income Tax authorities.
- 10.3. All the communications to SCMS including the proposal and the bid documents shall be signed on each page by the authorized representative of the bidder and authority letter should be attached with the bid.
- 10.4. All pages of the proposal must be sequentially numbered and shall be initialled by the Authorized Representative of the bidder.
- 10.5. Information which the Bidder considers proprietary, if any, should be clearly marked "proprietary" next to the relevant part of the text and it will then be treated as such accordingly.
- 10.6. Proposals shall remain valid for Hundred and Twenty (120) days after the date of proposal submission prescribed by the SCMS. A Bidder granting the request will not be required nor permitted to modify its proposal.
- 10.7. Both inner and outer envelopes shall be addressed to SCMS at the address specified above.
- 10.8. While submitting RFP the bidder will be required to deposit an interest free security amount of Rs. 50,000/- either through online bank transfer as per details furnished below or in form of DD (in favour of Skill Council for Mining Sector). This amount will be refunded (a) if no job is awarded (b) On successful completion of the project. However in case bidder(s) fail to complete the task

in stipulated timeframe or withdraws in between the process from submitting bid- to award -to in pipeline then at the sole discretion of SCMS this security deposit may be forfeited in part or full without assigning any reasons thereof.

SCMS Bank Details:

Account Name:	Skill Council for Mining Sector
Bank Name:	State Bank of India
A/c. No.	65182865951
IFSC Code:	SBIN0014461
MICR Code:	110002360
Bank Add:	101-102, Plot No. 15 Aggarwal Plaza, Okhla Phase- 1 New Delhi -110020

- 10.9. Any proposal received by the SCMS after the above deadline shall not be considered.
- 10.10. The bids submitted by fax / e-mail etc. shall not be considered. No correspondence will be entertained on this matter.
- 10.11. SCMS shall not be responsible for any postal delay or non-receipt / non-delivery of the documents. No further correspondence on the subject will be entertained.
- 10.12. SCMS reserve the right to modify and amend of the above stipulated condition/criterion depending upon project priorities vis-à-vis urgent commitments.
- 10.13. SCMS reserves the right to split the work with two or more parties.

11. PAYMENT TERMS AND CONDITIONS

- 11.1. The contract(s) signed with the successful consultant(s) will be a fixed price contract.
- 11.2. In consideration of the contractor satisfactorily completing all of its obligations under this contract, the contractor shall be paid a firm price based on deliverables.
- 11.3. Payments shall be made within 15 days by SCMS after submission of the invoice or claim by the Service Provider and upon verification and certification by the concerned official.
- 11.4. Standard Sub-Committee of SCMS shall certify corresponding milestones agreed and achieved.
- 11.5. Payments shall be made in Indian Rupees / INR.
- 11.6. Amount payable to the Service Provider as stated in the Contract shall remain non-negotiable and fixed during the tenure of the Contract.
- 11.7. The schedule of deliverables-based payment with the successful Agency is as under:

SI No	Activity	Payment Terms
1.	Final submission of QP-NOS post validations along with the complete QRC & NSQC documents	50%

2.	Approval of QP-NOS by QRC	25%
3.	Approval from MSDE- NSQC	25%

- 11.8. To assist in the examination, evaluation and comparison of Proposals, SCMS may at its discretion, ask the Bidder for clarification / seek information on the Proposal.
- 11.9. Arithmetical errors in the proposal will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If the Bidder does not accept the correction of errors, its Proposal will be rejected.
- 11.10. Review meeting with SCMS will be held within 1 weeks of start of the Project and every two weeks in the following weeks or as and when required.
- 11.11. The decision of the Standard Sub-Committee of SCMS in the evaluation of proposals shall be final. No correspondence will be entertained outside the process of negotiation / discussion with the Committee.
- 11.12. The contract would clearly mention the Service Levels Agreement for all milestones with defined tasks and timelines.
- 11.13. The Bidders performance to Service Levels will be assessed as per agreed Service Level Agreements (SLAs). Default will occur if Bidder fails to meet the target service levels, as measured on a monthly basis, for a particular Service Level.
- 11.14. All delays, failures to adhere to the SLAs will attract a financial penalty. Delay in milestone will attract a penalty of Rs.10,000/- per week. Backout in between the contract period (as per SLA) or no response from the bidder awarded the assignment will lead to forfeiting the security amount.
- 11.15. Within 3 days of receipt of the contract the successful Bidder shall sign the contract.
- 11.16. SCMS reserves the right to:
- 11.16.1. Reject any or all proposals received
 - 11.16.2. Enter into negotiations with one or more Bidders on any aspects of the proposal
 - 11.16.3. Accept any proposal in whole or in part
 - 11.16.4. Award or negotiate one or more consultancy agreements
 - 11.16.5. Verify any or all information provided in the proposal
 - 11.16.6. Modify the scope of work/ any terms and conditions.

12. Rights of SCMS

12.1. Amendment of SCMS document - At any time prior to the last date for receipt of bids, SCMS may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the RFP Document by an amendment. - The amendment will be intimated to all proposers who confirm their intention to participate, by email. - In order to afford prospective Bidders reasonable time in which to take the amendment into account in preparing their bids, SCMS may, at its discretion, extend the last date for the receipt of Bids. - The bidders are allowed to resubmit their bid- if required, after such amendments.

12.2. Supplemental information to the RFP If SCMS deems it appropriate to revise any part of this RFP or to issue additional data to clarify an interpretation of provisions of this RFP, it may issue supplements to this RFP. Any such corrigendum shall be deemed to be incorporated by this reference into this RFP.

12.3. SCMS right to modify submission deadline SCMS may, in exceptional circumstances and at its discretion, extend the deadline for submission of proposals by issuing a corrigendum through email to all confirmed proposers, in which case all rights and obligations of the project and the bidders previously subject to the original deadline will thereafter be subject to the deadline as extended.

12.4. SCMS right to terminate the process - SCMS may terminate the RFP process at any time and without assigning any reason. SCMS makes no commitments, express or implied, that this process will result in a business transaction with anyone. - This RFP does not constitute an offer by SCMS. The bidder's participation in this process may result in SCMS short listing the bidder and awarding the contract.

12.5. SCMS Rights to accept / Reject any or all Proposals: SCMS reserves the right to accept or reject any proposal, and to annul the short listing process and reject all responses at any time without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected bidder or bidders of the grounds for SCMS's action.

Annexure-A

S. No.	Name Of QPs	QP Code
1	Assistant Mine Surveyor	MIN/Q0426
2	Assistant Support Underground Mines	MIN/Q0213
3	Assistant Support-Open Cast Mines	MIN/Q0211
4	Banksman	MIN/Q0414
5	Compressor Operator	MIN/Q0415
6	Dewatering Pump Operator	MIN/Q0411
7	Driver Special Vehicle	MIN/Q0207
8	Fireman	MIN/Q0439
9	Gas Detector	MIN/Q0412
10	Grader Operator	MIN/Q0430
11	Haulage Operator	MIN/Q0413
12	HEMM Mechanic	MIN/Q0433
13	Jack Hammer Operator	MIN/Q0212
14	Jumbo Operator	MIN/Q0432
15	Longwall Operator	MIN/Q0440
16	Mechanic / Fitter	MIN/Q0304
17	Mechatronics In-Charge	MIN/Q0438
18	Mine Driller (Exploration)	MIN/Q0101
19	Mine Machinist	MIN/Q0424
20	Mine Welder	MIN/Q0423
21	Mine-Electrician	MIN/Q0416
22	Mining Mate	MIN/Q0427
23	Ore Processing Operator	MIN/Q0434
24	Persons Handling Explosives	MIN/Q0204
25	Reclamation Supervisor	MIN/Q0436
26	Rig Mounted Drill Operator	MIN/Q0202
27	Roof Bolter	MIN/Q0417
28	Sampler	MIN/Q0418
29	SDL & LHD Operator	MIN/Q0422
30	Shot Firer/Blaster	MIN/Q0428
31	Strata Monitoring Operator	MIN/Q0435
32	Surface Miner Operator	MIN/Q0210
33	Timberman	MIN/Q0419
34	Track Layer Operator	MIN/Q0431
35	Ventilation Adequacy Checker/Fan Operator	MIN/Q0421
36	Winding Engine Operator	MIN/Q0420