

INSERT YOUR COMPANY LETTER HEAD

Date: Wednesday, 11 March 2026

LETTER OF COMPETENCY

To whom it may concern,

Name Of Person: (Enter Employees First name, Surname)

Job Title/Role: Letter of Competency Template

Company: (Enter Company Name)

Subcontractor:

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

If yes, please advise name of sub-contracting company: (Enter Sub-Contracting Company Name).

Level of supervision required:

- Direct supervision required (The supervisor is physically present and actively observing and guiding the worker.)
- Indirect supervision required (The supervisor is not physically present but is readily available to provide guidance or assistance when required.)
- Independently after initial direction (The supervisor is not immediately available, and the worker operates independently with established competency.)

Task Scope / Description of duties being conducted on site:

Ensure that the task scope has the below **E.G. Mechanical Trade (Heavy)**

Role Overview:

A summary of the worker's position and its purpose (e.g., maintenance, operation, inspections).

Example:

"The worker is responsible for maintaining and repairing heavy mobile equipment, including Komatsu 830E haul trucks, to ensure operational safety and efficiency."

Specific Duties:

Clearly list the key tasks the worker will perform. Use concise language but be specific about responsibilities.

Example:

"Perform scheduled and unscheduled maintenance on Komatsu 830E haul trucks, including diagnostics, repairs, and component replacements for hydraulic, electrical, and mechanical systems."

Safety and Compliance Responsibilities:

Highlight adherence to workplace health and safety (WHS) standards and site policies.

Include responsibilities like reporting hazards or following SOPs.

Example:

"Ensure all tasks are carried out in compliance with HVO safety policies, standard operating procedures (SOPs), and relevant regulatory requirements."

Required Collaboration and Communication:

Clearly outline teamwork and reporting requirements, including promptly reporting all incidents to the supervisor.

Example:

"Work collaboratively with the maintenance team to prioritize tasks, minimize downtime, Informing the supervisor about any incident/near miss at the time of the incident."

Qualifications/ Skills / Non-Accredited Training:

To enable (Enter Employees First name, Surname) to fulfill their duties as outlined above, the following training has been completed in accordance with the Hunter Valley Operations Contractor Skills Matrix, with evidence uploaded to GWOS where required:

- E.g., **Certificate of Proficiency**
- E.g., **EWP SafeWork High Risk Licence**
- E.g., **Working at heights RTO issued Certificate**
- E.g., **Confined Space RTO issued Certificate**
- E.g., **Employer Assessment evidence**

Validity

In accordance with Hunter Valley Operations requirements, (Enter Employees First name, Surname) will receive training on HVO's policies, procedures, and work management systems before performing tasks on-site through the GWOS onboarding system. I confirm that the worker is fit to undertake the duties described in this Letter of Competency, which is valid until 3 Years from above date or until there is a significant change in task scope / Description of duties being conducted onsite.

Yours faithfully,

Name: (Manager or Persons authorised to confirm the employee's competency)

Signature: _____

Position: (Enter above signatory position)

Company: (Enter Company Name) OR (Enter Sub-Contracting Company Name)

Company Phone: [Company Phone]

Company Email: [Company E-mail]