



# Mining Case Management Checklist Template

## Initial Assessment & Intake

Documents the initial contact, scope of the case, and identifies key stakeholders.

### Case Reference Number

### Date of Initial Contact

### Client Name

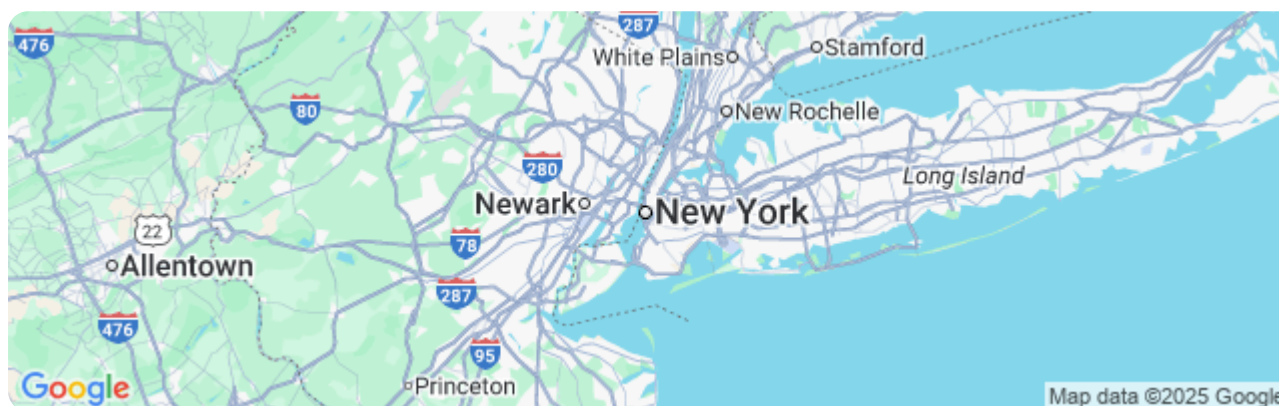
### Summary of Initial Complaint/Issue

### Type of Mining Operation Involved

- ☐ Coal
- ☐ Metal
- ☐ Mineral
- ☐ Other

### Location of Mining Site

 [Set My Current Location](#)



### Estimated Value of Assets Involved (if applicable)

Enter a number...

### Name of Contact Person (Client)

Write something...

## Documentation & Evidence Gathering

Tracks collection and organization of critical documents, photographs, reports, and expert testimonies.

## Geological Survey Reports

 Upload File

## Permit Applications and Approvals

 Upload File

## Date of Initial Site Visit

Enter date...

## Detailed Description of Site Conditions

Write something...

## Sample Identification Numbers (if applicable)

Enter a number...

## Photographs/Videos of Site and Equipment

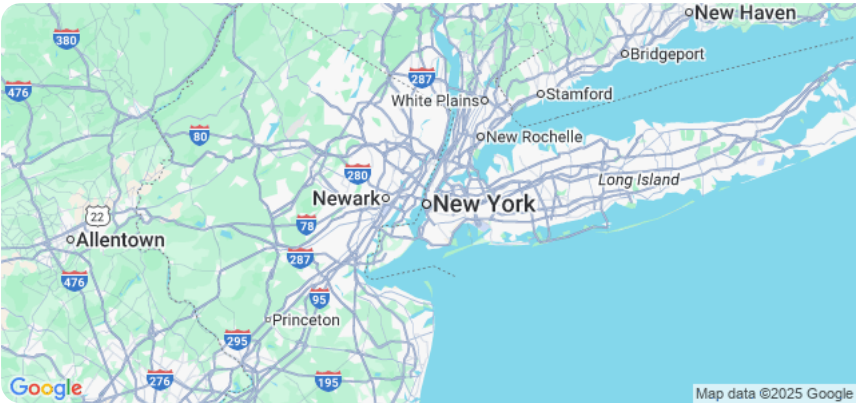
 Upload File

## Type of Evidence Collected (e.g., Soil, Water, Air)

- ☐ Soil
- ☐ Water
- ☐ Air
- ☐ Rock

## GPS Coordinates of Evidence Location

 [Set My Current Location](#)



# Regulatory Compliance

Ensures adherence to relevant mining regulations, environmental permits, and safety protocols.

### Permit Type

- ☐ Exploration Permit
- ☐ Mining Lease
- ☐ Environmental Permit
- ☐ Rehabilitation Permit

### Permit Expiry Date

Enter date...


### Permit Number

Enter a number...

### Summary of Permit Conditions

Write something...

### Uploaded Permit Document

 Upload File

### Compliance Status

- ☐ Compliant
- ☐ Non-Compliant
- ☐ Pending Review

### Last Compliance Review Date

Enter date...


## Expert Consultation & Analysis

Records consultations with geologists, engineers, and other specialists, and documents their findings.

### Geologist's Initial Assessment Notes

Write something...

## Geological Survey Report

 Upload File

### Estimated Mineral Reserve Quantity (tons)

Enter a number...

### Date of Expert Consultation

Enter date...

### Expert's Area of Specialization

- ☐ Geology
- ☐ Mining Engineering
- ☐ Environmental Science
- ☐ Hydrology

### Summary of Expert's Recommendations

Write something...

## Risk Assessment & Mitigation

Identifies potential risks (environmental, safety, financial) and documents implemented mitigation strategies.

### Identify Potential Environmental Risks

Write something...

### Estimated Likelihood (1-10, 1=Low, 10=High)

Enter a number...

### Potential Impact Severity (1-10, 1=Minor, 10=Catastrophic)

Enter a number...

### Risk Category (e.g., Environmental, Safety, Financial)

- ☐ Environmental
- ☐ Safety
- ☐ Financial
- ☐ Legal
- ☐ Reputational

### Detailed Description of Mitigation Strategy

Write something...

### Implementation Date of Mitigation Strategy

Enter date...

### Estimated Cost of Mitigation (USD)

Enter a number...

### Mitigation Status

☐ Not Started

☐ In Progress

☐ Completed

☐ Deferred

### Responsible Party Signature

## Community Engagement & Stakeholder Communication

Tracks interactions with local communities, landowners, and other affected parties.

### Initial Community Meeting Date

Enter date...

### Summary of Initial Community Concerns

Write something...

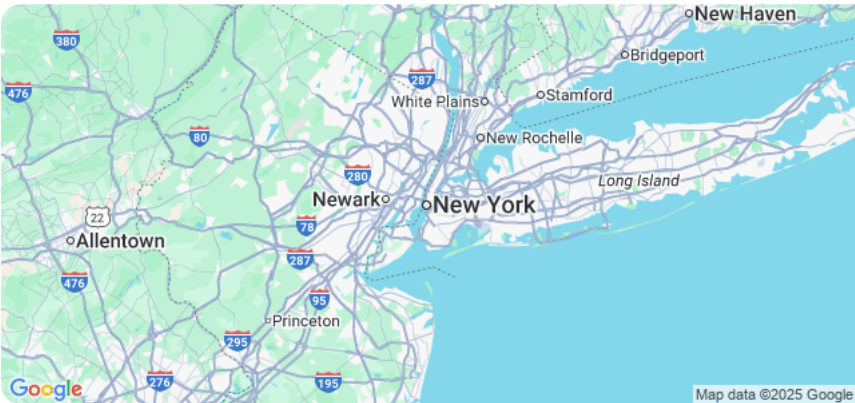


Preferred Communication Method (Community)

- ☐ Email
- ☐ Phone
- ☐ Postal Mail
- ☐ Public Forum

Location of Key Community Representatives

 [Set My Current Location](#)



Contact Name (Community Leader)

Write something...

Number of Community Members Attended (Last Meeting)

Enter a number...

Summary of Feedback Received (Most Recent Interaction)

Write something...

# Environmental Impact Management

Documents efforts to minimize environmental disruption and track remediation progress.


## Initial Environmental Assessment Date

Enter date...

## Summary of Baseline Environmental Conditions

Write something...

## Environmental Impact Study Report

 Upload File

## Estimated Dust Emissions (tons/year)

Enter a number...

## Estimated Water Usage (gallons/day)

Enter a number...

## Potential Impacted Habitats

- ☐ Forest
- ☐ Wetland
- ☐ Grassland
- ☐ Riverine

### Details of Mitigation Measures Implemented

Write something...

### Next Scheduled Environmental Monitoring Date

Enter date...

## Financial Analysis & Cost Tracking

Monitors project costs, revenue projections, and potential financial liabilities.

### Total Project Budget

Enter a number...

### Actual Expenditure to Date

Enter a number...

### Variance from Budget

Enter a number...

### Last Budget Review Date

Enter date...

### Budget Status

- ☐ On Track
- ☐ At Risk
- ☐ Over Budget

### Supporting Financial Documents

 Upload File

### Estimated Completion Cost

Enter a number...

## Legal Review & Strategy

Details legal advice received, pending litigation, and overall legal strategy.

### Date of Initial Legal Consultation

Enter date...

### Summary of Initial Legal Advice Received

Write something...


### Potential Legal Claims Identified

- ☐ Environmental Liability
- ☐ Contract Dispute
- ☐ Property Rights Issue
- ☐ Regulatory Non-Compliance
- ☐ None Identified

### Estimated Legal Fees (Initial)

Enter a number...

### Uploaded Legal Documents

 Upload File

### Description of Litigation Strategy

Write something...

### Status of Litigation

- ☐ Pre-Litigation
- ☐ Active Litigation
- ☐ Settlement Negotiations
- ☐ Closed - Favorable Outcome
- ☐ Closed - Unfavorable Outcome

## Case Resolution & Closure

Documents final resolution, closure actions, and post-closure monitoring requirements.

### Official Case Closure Date

Enter date...

### Summary of Case Resolution

Write something...

### Resolution Type

- ☐ Settlement
- ☐ Judgment
- ☐ Dismissal
- ☐ Administrative Closure

### Settlement Amount (if applicable)

Enter a number...

### Final Court Order/Agreement

 Upload File

### Case Manager Signature

**Reference/Case Number Assigned to Closure**

Write something...