

## 1981/31. The processing of reports on mineral exploration activity

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*Abstract*

An outline of the procedure for the processing of reports of mineral exploration activities undertaken within Exploration and Special Prospector's Licences.

## INTRODUCTION

The purpose of a continuous review of incoming reports on mineral exploration activity is to:

- (1) assess the quality and extent of exploration activity carried out within an Exploration Licence or Special Prospector's Licence; and
- (2) ensure that the reports record the work clearly and comprehensively for the benefit of future investigators.

## PROCESSING OF REPORTS

The procedure for the processing of reports is illustrated in Figure 1. A report received by the Department is forwarded through the Director and Chief Geologist to a *central assessor* (currently the *Supervising Geologist, Economic Geology Section*). The *central assessor* enters the report in a *register* and assigns to it a catalogue number, incorporating the year, plus a four digit serial number, e.g. TCR81-1531. The report is also listed (by the catalogue number) on the appropriate cards in Author/Company and Licence indexes. The catalogue number appears on the cover of the report, and the central assessor enters this number on a copy of the *Report Verification Sheet* and selects one or more geologists with appropriate interests to process the report. The verification sheets are circulated, in order, to the assessing geologists, whilst the report itself is retained in a security locker in Closed File. Upon receipt of the verification sheet the assessing geologist consults the report.

The procedure for processing of the reports by the assessing geologist involves two distinct phases which are carried out concurrently:

- (1) verification of the report (accompanied by an evaluation); and
- (2) completion of the Mineral Industry Unpublished Report Data Sheet.

The assessing geologist leaves the data sheet attached to the report, whilst the verification sheet is returned, via subsequent assessing geologists, to the central assessor for a final check and for further action to be taken, if necessary.

## THE MINERAL INDUSTRY UNPUBLISHED REPORT DATA SHEET

The information provided in the report is summarised on the Mineral Industry Unpublished Report Data Sheet. Guidelines for completion of the data sheet are available as a separate report (COLLINS, P.L.F. 1981. A guide to the Mineral Industry Unpublished Report Data Sheet. *Unpubl.Rep. Dep.Mines Tasm.* 1981/25).

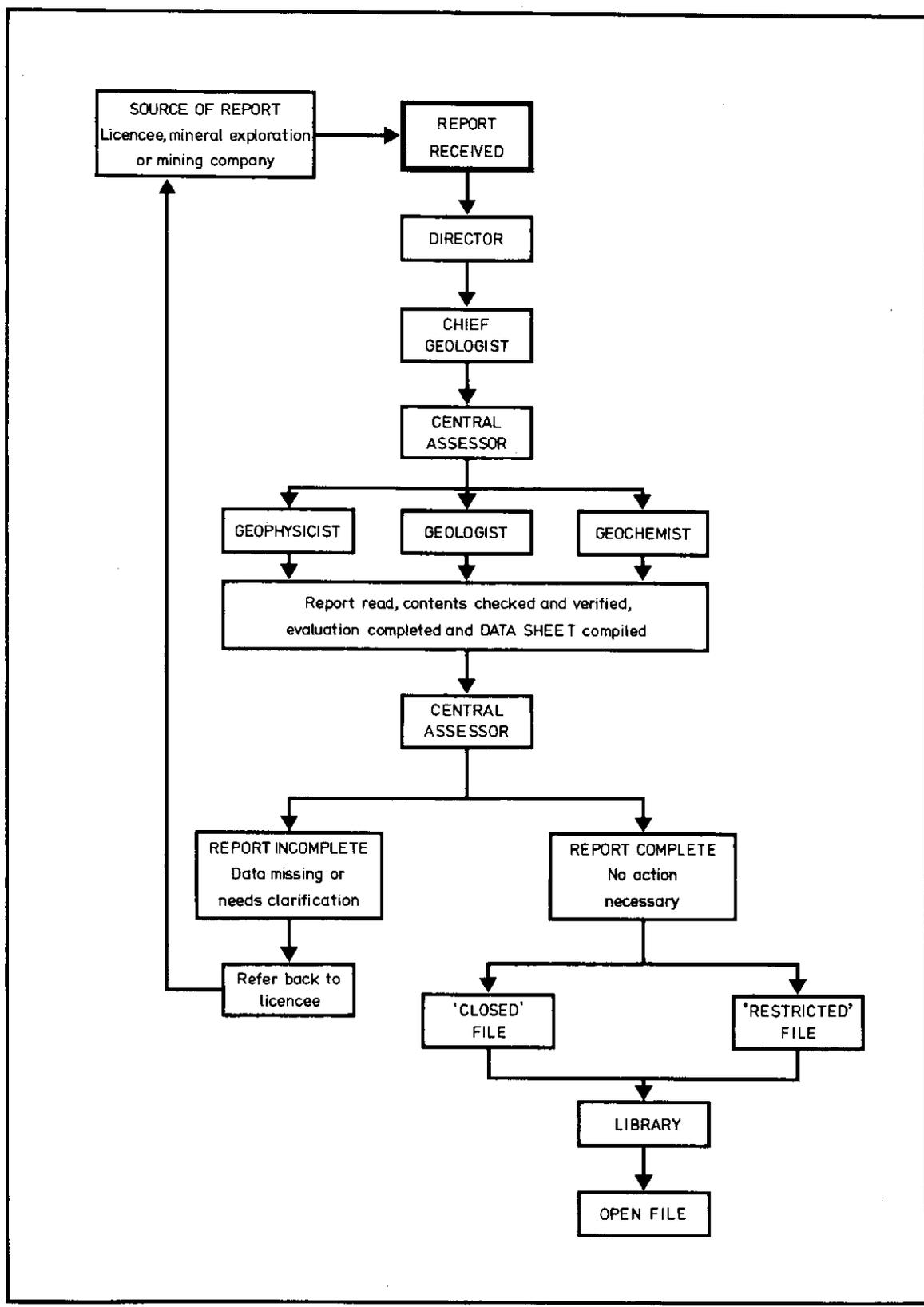


Figure 1. Flow chart for processing of mineral industry reports.

Mineral exploration companies and organisations and individual prospectors are provided with copies of the data sheet and are requested to provide a completed data sheet with each six-monthly or final report. In most cases it will only be necessary for the assessing geologist(s) to check and edit the data sheet, but inevitably for some reports the data sheet will have to be revised or a new data sheet prepared.

The data sheet forms the basis for all indexing of reports and may later be used for literature searches. Hence it is imperative the assessing geologists ensure that the data sheet is complete and correct in every detail.

#### VERIFICATION OF REPORTS

The purpose of report verification is threefold. Firstly, the work is presented in a form which allows the Administration Branch of the Department to assess the amount, value and integrity of the exploration undertaken in relation to licence commitments. Secondly, the report is assessed as a document, for its clarity and completeness, and the opportunity is provided to request further information which may range from field and analytical data to survey and drafting detail. Thirdly, the opportunity is provided for assessing geologists to enter opinions on the value of the work described in the report and of the exploration programme, whilst bearing in mind the capabilities of the explorer or prospector.

For verification, an *aide memoire* or check list (Report Verification Sheet, fig. 2, 3) is used to ensure that examinations are carried out to a common standard. The check list is designed to indicate only that work actually done by, or commissioned on behalf of, the licence holder, and to determine whether any data are missing.

The verification and evaluation of a report is undertaken by one or more geologists depending on the complexity of a report. Most reports are checked by at least two persons (e.g. geologist and geophysicist, geologist and geochemist) who are familiar with, and have an interest in the subject(s) and area(s) covered by the report.

Deficiencies in reports are referred to the licensee, and additional data sought as necessary. Upon receipt of such data these are placed with the appropriate reports.

The Report Verification Sheet consists of two pages, both self-duplicating. The yellow (top) copy is preserved on the administration file for the appropriate Exploration Licence, Special Prospector's Licence or Mineral Lease, and the white (carbon) copy is retained by the central assessor.

#### *The Report Verification Sheet*

The purpose of the report verification sheet is to:

- (1) record what work has actually been undertaken during the term of an Exploration Licence or Special Prospector's Licence;
- (2) ascertain whether a report contains *all* of the information compiled, and that the data are in a useable form; and

- (3) provide an evaluation of the reported exploration programme.

It is intended that the check list be completed as the report is read and contents are checked, and at the same time, the Data Sheet is checked or compiled. Most of the verification sheet is completed by simply indicating 'Yes' or 'No' in the appropriate places.

The information to be recorded on the verification sheet, is as follows:

CIRCULATION	The geologists required to check the report.
REPORT NUMBER	The catalogue number of the report.
AUTHOR(S)	The author(s) of the report.
DATE	The month and year of the report as on the title page.
TITLE	The title of the report.
SOURCE	The name of the company or person(s) preparing and submitting the report.
DATE RECEIVED	The date the report is received by the Department.
E.L./S.P.L./M.L. no.	The appropriate licence or lease number.
LICENCEE/LESSEE	The name of the holder of the licence or lease.
TYPE OF WORK	This is a listing of the various types of exploration activity which are usually undertaken, with space provided for additional activities not listed.
DONE	If a particular type of activity is reported to have been undertaken during the report period it is indicated in this column by marking 'Y' (or 'Yes', or a tick) alongside the appropriate activity. The remaining boxes are left blank. If 'Y' is marked then the remainder of that line <i>must</i> be completed.
DATA	If <i>all</i> the data relating to each specific type of work reported to have been undertaken are included in the report then write 'Y'. If only some or none of the data are present write 'No' and indicate the data which is missing in the REMARKS section.
GRID	Write 'Y' if maps, cut lines, grids etc. and data are tied-in to the A.M.G., or if sufficient geographical features are shown so as to allow the data to be accurately located. If not, write 'No'.

- LEG. Write 'Y', if the appropriate legend is present and complete on all maps and diagrams. This includes a map or figure number, title, scale and north direction. If not, write 'No'.
  
- REMARKS Indicate all data which are missing from a report and any other comments as deemed necessary.
  
- MAPPING Regional geological mapping is considered as that compiled at a scale of 1:10 000 or smaller and detailed mapping at a scale of 1:5 000 or larger. Space is provided to indicate the scale at which the mapping is compiled.
  
- GEOCHEMISTRY The various geochemical sampling methods are listed, and space is provided to list the elements analysed. Whole-rock refers to sampling for major element and/or trace element analyses. Analytical data not included in the report should be indicated in the REMARKS section.
  
- GEOPHYSICS The various geophysical techniques are listed. Specific methods (e.g. DIGHEM, TURAM) should be indicated in the REMARKS section.
  
- DRILLING If drilling has been undertaken write 'Y' in the DONE column, and indicate the number of holes drilled. Check whether the dip, azimuth, location (Locat.), log, analytical data (Anal.) and diagrammatic section (Sect.) of each drill hole is provided. If all data are complete, write 'Y' in the DATA column and if collar positions are located on maps and/or by A.M.G. co-ordinates write 'Y' in the GRID column. Incomplete drilling should be indicated in the REMARKS section.
  
- AUXILIARY This applies to access tracks constructed, grid lines cut, trenching etc. during the report period, and for which the company or individual may later be held responsible. The length or extent of such works should be indicated. Any rehabilitation work carried out should be noted in the additional space provided.
  
- PETROLOGY REPORT Indicate 'Y' and/or 'No' in the appropriate columns and the source of the petrology report in the REMARKS section.
  
- MINERAL PROCESSING REPORT As for the petrology report.
  
- MINERALIZATION Only mineralization which has been discovered during the period of the report, or intersected in drill holes referred to in the report should be indicated. Known mineralization is to be mentioned only if original work has been done.

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Further action required

Write 'No' if the report is complete and 'Y' if the report is incomplete and additional data or clarification are required.

Additional data received

This is completed when additional data sought has been received.

REPORT EVALUATION

On this sheet are recorded the comments and opinions of the assessing geologist(s) as to the amount and value of the work described in the report, the technical suitability of the exploration programme and follow-up investigations, the thoroughness of the exploration programme, and any other general comments about the report. Additional sheets may be used if necessary.

Major recommendations for a drilling programme, geophysical survey etc. should also be listed here. The initials of the assessing geologist and the date the comments are entered *must* be recorded in the right hand column.

[10 June 1981]

CIRCULATION		DEPARTMENT OF MINES - TASMANIA				REPORT NUMBER TCR _____	
		<b>REPORT VERIFICATION SHEET</b>					
		AUTHOR(S): _____				DATE: _____	
		TITLE: _____					
		SOURCE: _____					
		E.L./ S.P.L./ M.L.* No. : _____				DATE RECEIVED: _____	
		LICENCEE / LESSEE: _____					
		TYPE OF WORK	DONE	DATA	GRID	LEG.	REMARKS
MAPPING	Regional : _____						
	Detailed : _____						
	Mine / Underground : _____						
GEOCHEMISTRY	Stream Sediment: _____						
	Soil - *A/B/C/Undiff : _____						
	Rock - chip : _____						
	Gossan : _____						
	Water : _____						
	Biogeochemistry : _____						
	Whole - rock : _____						
Mineralization : _____							
GEOPHYSICS	Magnetic [ Air						
	Ground						
	Electromagnetic [ Air						
	Ground						
	Electrical [ * A.P./S.P./E.P.						
	* I.P./ Resist.						
	Gravity : _____						
Seismic * Refract/Reflect: _____							
Well logging: _____							
DRILLING	Diamond	Dip	Azimuth			Locat.	Logs
		No of Holes:				Sect.	Anal.
	Percussion	Dip	Azimuth			Locat.	Logs
		No of Holes:				Sect.	Anal.
		Dip	Azimuth			Locat.	Logs
		No of Holes:				Sect.	Anal.
AUXILIARY	Access Track(s) : _____						
	Gridding : _____						
	Trenching : _____						
PETROLOGY REPORT							
MINERAL PROCESSING REPORT							
MINERALIZATION : Sulphide							
Other							
Reserves							
Further action required ?							
Additional data received ?						* Delete whichever inapplicable	

Figure 2. Report Verification Sheet.

