DocuCircuit

PART 46 TASK TRAINING RECORD

DocuCircuit-created template, not an official MSHA-issued form.
MSHA's own sample task-training record is linked at docucircuit.com/msha/part-46-task-training.

REASON FOR TRAINING - helps document why (recommended, not a federal field)

- ☐ New task, no prior experience
- ☐ Task or procedure changed
- ☐ Equipment/controls changed
- ☐ Retraining after an incident/near miss
- ☐ Other (describe below)

If other, describe — RECOMMENDED

REQUIRED INFORMATION - 30 CFR 46.9(b)

Printed full name of person trained — REQUIRED

Mine or independent contractor name — REQUIRED

MSHA ID number — REQUIRED

Location of training — REQUIRED

Type of training ("Task training" - task/equipment involved) — REQUIRED

Date training received — REQUIRED

Duration of training — REQUIRED

Name of competent person who provided the training — REQUIRED

TASK DETAIL - recommended, not required by 46.9(b)

Task being trained on

Equipment / machine ID (make, model, unit number)

Hazards discussed

Safe work procedures covered

Controls, interlocks, and emergency procedures covered (if applicable)

Supervised practice completed? ☐ Yes ☐ No

Demonstrated ability to perform the task safely? ☐ Yes ☐ No

CERTIFICATION

WARNING: 18 U.S.C. 1001 and 30 U.S.C. 820(f) make it a crime to knowingly and willfully make a false, fictitious, or fraudulent certification.

Certifying signature (person designated in the training plan as responsible for health and safety training) — REQUIRED

Date signed

BEFORE YOU SIGN - TRAINER'S CHECKLIST (recommended)

- [ ] Hazard recognition covered before the miner touched the equipment/task
- [ ] Safe work procedures explained and demonstrated, not just described
- [ ] Miner asked questions and could answer back what to do if something goes wrong
- [ ] Emergency stop / isolation / lockout points shown, where applicable
- [ ] Miner practiced or was observed performing the task safely
- [ ] Record given to the miner, and a copy kept at the mine

Keep during the miner's employment plus at least 60 days after termination. Do not file this record with MSHA.