



**ABC COMPANY**  
 456 Main Street, Lancaster, PA 17601  
 CONTRACTOR ID# XYZ12

**Certificate of Part 46 Training**

This certificate fulfills the requirements of 30 CFR Part 46.9.  
**False certification is punishable under section 110(a) and (f) of the Federal Mine Safety and Health Act.**

Print Full Name of Person Trained (first, middle,last) <i>Sam Spade</i>		
<input type="checkbox"/> <b>New Miner and Newly-Hired Experienced Miner</b> Introductory Training provided before the miner begins. (1) An introduction to the work environment, including a visit and to a representative of the entire mine. The method of mining or operation utilized must be explained; (2) Instruction on the recognition and avoidance of hazards, including electrical hazards, at the mine; (3) A review of the escape and emergency evacuation plans in effect at the mine and instruction on the firewarning signals and firefighting procedures; and (4) Instruction on the health and safety aspects of the tasks assigned, including the safe work procedures of such tasks, and the mandatory health and safety standards pertinent to such tasks.		
Date Completed	Duration	Name of Competent Person Providing Training

1. When a worker completes training for any new task you must fill out a training certificate. A blank one came with your training plan to photocopy. Start by printing the trainee's full name here.

<input type="checkbox"/> <b>First Aid Training:</b>				
Subject	Date Completed	Duration	Name of Competent Person Providing Training	
First Aid				
CPR				

2. Enter the Subject in this section with Dates Completed, Duration, and Person or Agency conducting the Training here.

<input checked="" type="checkbox"/> <b>New Task Training:</b>			
Subject	Date Completed	Duration	Name of Competent Person Providing Training
<i>Backhoe Operator</i>	<i>7/8/08</i>	<i>2 Hours</i>	<i>Joe Q. Smith</i>

**QWIK TIP: "COORDINATING RECORDS"**  
 When the New Task training certificate is complete, look back over the details and coordinate them with your training plan. Each Competent Person must be listed in Section 2 with the correct subject area. Each New Task used as additional training to satisfy the 24 hours must have a Lesson Plan in Section 5. Lastly check to see if the Task is listed in Section 7.

Subject	Date Completed	Duration	Name of Competent Person Providing Training

<input checked="" type="checkbox"/> <b>Annual Refresher Training (8 hrs minimum):</b> Training includes changes at the mine that affect the miner's health or safety and applicable subjects which may include; (1) Applicable health and safety requirements, including mandatory standards; (2) Transportation controls and communication systems; (3) Escape and emergency evacuation plans; firewarning and firefighting; (4) Ground conditions and control; (5) Traffic patterns and control; (6) Working in areas of highwalls; (7) Water hazards, pits, and spoil banks; (8) Illumination and night work; (9) First aid; (10) Electrical hazards; (11) Prevention of accidents; (12) Health; (13) Explosives; (14) Respiratory devices; (15) Mobile equipment; conveyor systems; cranes; crushers; excavators; and dredges; (16) Maintenance and repair; material handling; fall prevention and protection; and working around moving objects.		
Date Completed	Duration	Name of Competent Person Providing Training

I certify that the above training has been completed <i>(signature of designated person responsible for health and safety training)</i> <i>John E. Doe</i>
3. When training is completed, the person responsible for health and safety training according to the plan's general information page must sign here.

E-Z Compliance Helper ®

New Task Training