



**QWIK TIP: "ORGANIZE YOUR RECORDS"**

This section was included as a convenient way of keeping all your MSHA training records in one location with your Part 46 Training Plan.

If you are a contractor you may choose to keep your training records in a file together with non-MSHA records and keep a copy of the MSHA records here to have a quick way to give an MSHA inspector what he wants to see.

There is no regulatory requirement that would result in a fine if you do not have the training plan or records with workers on a mine site. However an inspector can and will ask to see both and could possibly hold up work until a copy is made available.

**30 CFR § 46.9** Records of Training.

- (e) False certification that training was completed is punishable under § 110(a) and (f) of the Act.
- (f) When a miner leaves your employ, you must provide each miner with a copy of his or her training records and certificates upon request.
- (g) You must make available at the mine a copy of each miner's training records and certificates for inspection by us and for examination by miners and their representatives. If training certificates are not maintained at the mine, you must be able to provide the certificates upon request by us, miners, or their representatives.
- (h) You must maintain copies of training certificates and training records for each currently employed miner during his or her employment, except records and certificates of annual refresher training under § 46.8, which you must maintain for only two years. You must maintain copies of training certificates and training records for at least 60 calendar days after a miner terminates employment.