Safety Meeting Attendance Record

Session details

Carrier / topic / date

Facilitator / start and finish time

Location / materials or video used

Learning objective / skill discussed

Attendance

Printed name	Signature	Role / unit

Questions, demonstrations, and follow-up assignments

Attach additional attendance sheets if needed. Identify any required specialized training and its separate content, evaluation, and recordkeeping requirements; this is a general attendance record.

49 CFR 390.3

Working resource. Confirm applicability and current requirements for your operation.