**LOG BOOK FOR VISITS TO COAL OPERATIONS**

**Start a separate page for each visit If required, use more than one page for each visit Extra notes may be attached**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Your name | ............................................... | **Type of coal operation** |  | **What are the objectives for the visit?** | **Did you achieve the objectives?** |
| Date of visit |  / /  | Open Cut |  |  | 1. |  |
| Name of coal operation | ............................................... | Underground |  |  | 2. |  |
|  |  | CHPP |  |  | 3. |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **What did you do during your visit?** |  | **Who did you meet / see?** |  | **What did you learn?** |
| **Approximate times** | **Activity** |  | **Name / Position** | **Issues discussed with this person** |  | **From observations in the workplace** | **From discussions with people** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Verification of site visit - to be signed by manager at visited operation or trainer from the training provider (if visit was organised by the training provider) |  |  |  |
| **Name** | **Signature** | **Date** |