

# Standardized Compliance Training Attendance Sheet

Training Title: \_\_\_\_\_ Date: \_\_\_\_\_

Location: \_\_\_\_\_ Trainer Name: \_\_\_\_\_

Department: \_\_\_\_\_ Duration: \_\_\_\_\_

## Attendance List

No.	Participant Name	Employee ID	Department	Signature	Time In
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

## Important Notes:

- This sheet is a formal record of attendance for compliance training sessions.
- All fields must be accurately filled in by each participant.
- Signatures are mandatory to validate attendance and completion of training.
- Maintain these records securely for audit and regulatory purposes.
- Alterations or falsification of entries may result in disciplinary action.