

Checklist-Based Compliance Monitoring Log

Project / Department:

Compliance Area:

Period Covered:

Prepared by:

Date:

Checklist Log

#	Compliance Requirement	Description / Criteria	Status (Yes/No/N/A)	Date Checked	Responsible Person	Remarks / Action Needed
1	Policy Documentation	All required policies are documented and up to date.				
2	Training Completion	Staff have completed mandatory compliance training.				
3	Records Retention	Records are stored and maintained as per retention policy.				
4	Incident Reporting	Incidents are promptly reported and documented.				
5	Audits Conducted	Required audits and reviews have been completed.				

Important Notes

- This log should be reviewed and updated regularly to ensure ongoing compliance.
- All statuses and actions should be documented clearly and accurately.
- Store completed logs securely as part of the compliance record.
- Follow up on outstanding items to ensure issues are resolved in a timely manner.
- Customize checklist items to reflect specific standards or regulations that apply to your organization.