

Compliance Activity Log

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Department:	Compliance	Date:	2024-06-27
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Activity Log

Date	Activity/Task	Responsible	Status	Notes/Comments
2024-06-01	Policy Review: Anti-Money Laundering	John Smith	Completed	Reviewed and updated procedures; no major changes required.
2024-06-05	Training: Code of Conduct	Mary Williams	In Progress	All staff notified, awaiting confirmation of attendance.
2024-06-10	Risk Assessment	Jane Doe	Completed	Identified 2 new risks; mitigation plan drafted.
2024-06-15	Vendor Due Diligence	Mike Lee	Pending	Information request sent to new vendors.

Important Notes

- This log must be updated promptly after each compliance-related activity.
- Ensure accuracy and clarity in all entries for future reference or audits.
- Confidential information should be handled according to company policies.
- Periodic reviews of this document ensure ongoing compliance and effectiveness.
- Always retain digital backups in accordance with data retention policies.