

PDF Compliance Monitoring Log Form

Document Information

Document Title	
Document ID / Reference	
Date of Monitoring	
Monitored By	

Compliance Checklist

Requirement	Compliant (Yes/No)	Comments/Findings
PDF/A Standard Met		
Accessibility Features Verified		
Metadata Correctness		
Security Settings (e.g. password, encryption)		
Links/Forms Functioning		

Summary & Actions

Overall Compliance Status	
Non-Compliance Issues Noted	
Recommended Actions	
Date for Next Review	

Important Notes

- Ensure all compliance checks follow current standards and organization policy.
- Attach supporting evidence for each compliance requirement where possible.
- Regularly update the monitoring log for audit and tracking purposes.
- Keep the log securely stored and restrict editing to authorized personnel.