

Spreadsheet-Based Compliance Log Format Titles

S/N	Title	Description
1	Date	Date of compliance activity or review.
2	Compliance Area	Subject or regulation category (e.g., Data Privacy, Safety).
3	Requirement	Specific requirement, law, or standard being tracked.
4	Status	Current status (Compliant, Pending, Non-Compliant, In Progress).
5	Responsible Person	Person accountable for the compliance task.
6	Due Date	Deadline for compliance activity.
7	Completion Date	Date when the compliance obligation was fulfilled.
8	Evidence / Reference	Link, document name, or notes about proof of compliance.
9	Remarks / Notes	Additional comments or relevant information.
10	Verification	Approval or review by supervisor/auditor (signature, date).

- Ensure all required titles are included for traceability and audit readiness.
- Keep entries clear and updated regularly to maintain compliance oversight.
- Access to the log should be appropriately restricted and monitored.
- Back up the spreadsheet regularly to prevent data loss.
- Customize titles as needed for specific regulations or organizational needs.