

Departmental Compliance Training Attendance Record

Department:	
Training Title:	
Date:	
Location:	
Trainer/Facilitator:	

Attendance List

No.	Employee Name	Employee ID	Position/Title	Signature	Time In	Time Out
1						
2						
3						
4						
5						

Trainer/Facilitator Signature:	
Date Signed:	

Important Notes

- This document serves as an official record of attendance for compliance training sessions and must be kept on file as per company policy.
- Ensure all participants sign the sheet upon arrival and note both time in and time out.
- Trainer/facilitator is responsible for submitting the completed record to the compliance or HR department.
- Any amendments or corrections should be initialled and dated by the authorized personnel.
- Retention and privacy of attendance records must comply with applicable data protection regulations.