

Digital Training Attendance Log

Compliance Documentation

Training Title: _____

Facilitator/Trainer: _____

Date: ____ / ____ / ____

Duration: _____

Platform (if virtual): _____

No.	Full Name	Department	Email	Attendance Time	Signature / E-Confirmation
1					
2					
3					
4					
5					

Remarks / Notes:

Important Notes:

- This log should be retained as official compliance documentation.
- Attendance must be recorded accurately to meet audit standards.
- Digital signatures or e-confirmations are acceptable for virtual sessions.
- Ensure all required fields are completed for each participant.
- Protect personal data in accordance with relevant privacy policies.