

Standard Training Attendance Record

Compliance Program

Training Details

Training Title:	Trainer(s):	
Date:	Location (if onsite):	
Duration:	Department:	

Course Outline / Topics Covered

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Attendance Record

No.	Participant Name	Position/Role	Department	Signature	Date
1.					
2.					
3.					
4.					

Trainer/Facilitator Confirmation

Name	Signature	Date

Important Notes

- This document serves as proof of participation for mandatory compliance trainings.
- Ensure every participant signs and fills out their information clearly.
- Retain this record for audit and compliance verification purposes.
- Update the form to match organizational or regulatory requirements as needed.
- Inaccurate or missing information may result in non-compliance findings.