

Standard Training Attendance Record

Compliance Program

Training Details

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|-----------------|--|-----------------------|--|
| 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.