

Compliance Register Logbook

Logbook Structure

| # | Compliance Requirement | Reference / Regulation | Responsible Person/Dept | Action & Controls | Status | Due Date | Last Reviewed | Comments/Note |
|---|----------------------------------|------------------------|-------------------------|--------------------------------------|-------------|------------|---------------|---|
| 1 | Annual Data Privacy Training | GDPR Art. 39 | HR Dept | Conduct online course for all staff | Completed | 2024-03-31 | 2024-04-01 | Next review scheduled for Q1 2025 |
| 2 | Fire Safety Inspection | Local Fire Safety Act | Facilities | Annual building inspection | Pending | 2024-07-20 | 2023-07-18 | Inspection booked, update register after completion |
| 3 | Document Retention Policy Review | Company Policy 8.2 | Legal Dept | Review and revise retention schedule | In Progress | 2024-05-15 | 2024-02-10 | Draft update in progress |

Important Notes

- This logbook must be updated regularly and reviewed at least annually by the compliance officer or designated personnel.
- Each compliance entry should be clearly referenced to relevant regulations, standards, or internal policies.
- Records and evidence supporting compliance actions should be maintained and accessible for auditing purposes.
- Assign clear responsibility for each compliance requirement to ensure follow-up and accountability.
- Review status, due dates, and comments section for proactive compliance management and timely updates.