

Compliance Register Logbook

Logbook Structure

#	Compliance Requirement	Reference / Regulation	Responsible Person/Dept	Action & Controls	Status	Due Date	Last Reviewed	Comments/Notes
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.