

Compliance Register Spreadsheet Sample

Reference No.	Regulation/Requirement	Responsible Party	Deadline	Status	Notes/Actions Required
CR-01	GDPR – Data Processing Agreement	Legal Team	2024-07-15	In Progress	Review vendor contracts and update as necessary.
CR-02	Anti-Bribery Act – Training	HR Department	2024-07-31	Completed	Annual staff training conducted; certificates filed.
CR-03	ISO 27001 – Risk Assessment	IT Security	2024-09-01	Pending	Schedule internal audit; update risk log.
CR-04	Local Tax Filing (Q3)	Finance Team	2024-10-15	Not Started	Prepare required documents prior to submission.

Important Notes:

- Regularly update the compliance register after audits or regulatory changes.
- Assign clear ownership for each compliance item to ensure accountability.
- Include review dates to monitor ongoing compliance status.
- Maintain supporting documentation and evidence for completed actions.
- Review and adapt register format to meet organizational or industry needs.