

Excel Spreadsheet Compliance Questionnaire

Employee Training Program – Compliance Self-Assessment

Employee Name: _____ Department: _____

Date: _____ Trainer: _____

Compliance Requirement	Yes / No	Comments / Evidence
Have you received formal training on spreadsheet best practices and compliance?		
Do you apply password protection to sensitive Excel files?		
Are you familiar with your department's guidelines on file storage and backup?		
Do you regularly review and update formulas to ensure accuracy?		
Have you attended the annual data privacy and security refresher?		
Do you document changes to spreadsheets as required by company policy?		
Are your Excel files audited periodically as per compliance requirements?		
Do you avoid storing personal or confidential information in non-secured spreadsheets?		

Employee Signature: _____ Date: _____

Important Notes:

- This document serves as a self-assessment for compliance related to Excel spreadsheet use and employee training.
- Responses may be reviewed during internal audits and must be accurate.
- If unsure about any compliance item, seek clarification from your manager or compliance department.
- Retain a copy of this questionnaire for your records as required by company policy.