

# PDF Format Compliance Questionnaire for Employee Training

## Employee Information

Full Name

Employee ID

Department

Email Address

Date

## Training Session Details

Training Title

Trainer/Instructor

Training Date

## Compliance Assessment

1. Was the PDF training material accessible on all standard devices?

--Select--

2. Did the PDF follow company branding and template guidelines?

--Select--

3. Were all links in the PDF functional and accurate?

--Select--

4. Did the PDF include all necessary legal and compliance disclaimers?

--Select--

5. Were accessibility requirements (e.g. readable by screen readers) met?

6. Comments/Suggestions

### Employee Declaration

I confirm that I have reviewed the above training material and provided accurate responses to the best of my knowledge.

Name

Date

### Important Notes:

- This document ensures that employee training complies with company and legal standards.
- Regularly updating this questionnaire helps maintain training and documentation quality.
- Responses should be retained for audit and compliance verification.
- Customization may be required for department-specific or regulatory needs.