

# Monthly Compliance Review Log Sheet

Department:

Month/Year:

#	Compliance Area	Reviewed By	Date Reviewed	Findings / Issues	Corrective Action(s)	Status
1	Data Protection	Jane Doe	2024-06-15	No discrepancies found.	N/A	Compliant
2	Record Retention	John Smith	2024-06-17	Outdated files detected.	Files to be archived.	In Progress
3	Incident Reporting	Emily Tran	2024-06-18	One missed report.	Staff retraining scheduled.	Open

Reviewed by:

---

Signature/Name

---

Date:

---

## Important Notes

- This log sheet must be updated monthly and maintained for audit purposes.
- All findings and corrective actions must be clearly documented.
- Ensure confidentiality of sensitive compliance data.
- Timely follow-up on open or pending corrective actions is imperative.
- Keep completed log sheets accessible for compliance inspections.