

Annual Staff Compliance Training Log

Department: _____

Training Year: _____

No.	Staff Name	Employee ID	Position/Role	Date Completed	Trainer/Facilitator	Signature
1						
2						
3						
4						
5						

Important Notes

- This log should be updated immediately following completed staff training.
- Maintain signed copies for audit and regulatory purposes.
- Review and retain records according to your organization’s document retention policy.
- Ensure all staff receive appropriate compliance training each year.
- Missing or incomplete logs can result in compliance violations.