

Compliance Training Attendance Sheet

Training Title: Workplace Compliance Awareness

Date: _____

Trainer: _____

Location: _____

Participant Attendance

| No. | Full Name | Department | Signature | Time In |
|-----|-----------|------------|-----------|---------|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
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| 6 | | | | |
| 7 | | | | |
| 8 | | | | |
| 9 | | | | |
| 10 | | | | |

Important Notes:

- This sheet is an official record of attendance for compliance training sessions.
- All participants must sign in personally to confirm their presence.
- Completed sheets should be securely stored as part of the company's compliance documentation.
- For accuracy, do not sign for others or make changes without authorization.