

Compliance Deadline Tracking Document

Compliance Requirement	Responsible Person	Deadline	Status	Notes
Annual Financial Reporting	Jane Smith	2024-07-31	In Progress	Awaiting auditor review
Data Privacy Policy Update	Mark Lee (IT Dept.)	2024-08-15	Not Started	New regulations apply
Workplace Safety Inspection	Anna Brown	2024-07-10	Completed	Passed all checkpoints
Annual Employee Training	HR Team	2024-08-01	In Progress	80% staff trained
Tax Filing Submission	Paul Kim	2024-09-30	Not Started	Gathering documentation

Important Notes:

- Regularly update this document to reflect current compliance status and upcoming deadlines.
- Assign clear responsibility for each compliance item to ensure accountability.
- Review regulatory requirements periodically to capture new or changed obligations.
- Maintain supporting documentation for each compliance item to facilitate audits and reviews.