

Legal Requirements Audit Trail Sheet

Organization: Sample Company Ltd.
Audit Date: 2024-06-10
Auditor: Jane Doe
Department: Operations
Reference Number: LR-2024-001

Legal Requirements Audit Trail

#	Requirement/Regulation	Reference	Date Reviewed	Status	Evidence / Notes	Person Responsible
1	Occupational Safety and Health Act Compliance	OSHA 29 CFR 1910	2024-05-18	Compliant	All safety documentation updated and training records complete.	John Smith
2	Waste Disposal License Renewal	Env. Reg. 2023/45	2024-05-22	Pending	Application submitted, awaiting approval.	Lisa Tan
3	Data Privacy Policy (GDPR)	GDPR Article 5	2024-05-28	Compliant	Annual review completed, policy updated.	Marco Lee
4	Fire Safety Certification	Local Fire Code 1022	2024-06-01	Non-Compliant	Inspection failed, corrective action required.	Rachel Ng

Important Notes

- This sheet serves as an official record for tracking compliance with legal requirements.
- Keep the audit trail updated regularly to ensure all legal requirements are met and documented.
- Retain supporting evidence for each entry to facilitate external and internal audits.
- Review and update responsible persons in case of departmental or personnel changes.
- Non-compliance issues must be followed up with corrective actions and tracked until resolved.