

# Mandatory Compliance Register

## Document Information

Document Title	Mandatory Compliance Register
Organization	[Organization Name]
Prepared By	[Name & Designation]
Approval Date	[DD/MM/YYYY]
Review Date	[DD/MM/YYYY]

## Compliance Register Table

#	Law/Regulation/Standard	Requirement Description	Responsible Person/Dept	Due Date	Status	Remarks
1	Occupational Health & Safety Act	Annual Safety Training for all Employees	HR Department	30/03/2024	Completed	Conducted on 28/03/2024
2	Environmental Protection Regulation	Submission of Quarterly Waste Disposal Report	Operations Manager	15/04/2024	Pending	-
3	General Data Protection Regulation (GDPR)	Data Privacy Policy Review	Compliance Officer	20/06/2024	In Progress	Reviewed draft under approval

### Important Notes:

- The register should be updated regularly to reflect status and changes in legal requirements.
- Responsible persons or departments must be clearly identified for each compliance item.
- Supporting evidence and documentation should be maintained for audit purposes.
- All deadlines must be monitored to ensure timely compliance.
- Regular review improves organizational risk management and accountability.