Regulatory Compliance Tracker Spreadsheet

Compliance Monitoring Table

#	Regulation/Requirement	Responsible Department	Status	Next Review Date	Documentation	Notes/Actions
1	GDPR - Data Protection Policy	IT / Legal	Compliant	2024-07-01	Policy Document, Training Records	Annual review scheduled
2	OSHA Safety Standards	Operations	In Progress	2024-08-15	Safety Manual, Audit Report	Pending staff training completion
3	HIPAA Privacy Rule	HR / IT	Compliant	2025-01-10	Assessment Checklist	Reviewed quarterly
4	Environmental Reporting (EPA)	Facilities	Non-Compliant	2024-09-30	Submission Forms	Improvement plan required

Important Notes

- Regularly update the tracker to reflect any changes in compliance status or regulatory requirements.
- Ensure clear documentation and evidence are attached for each requirement to support audit processes.
- Assign responsible departments or individuals to monitor progress and resolve non-compliance.
- Schedule periodic reviews to anticipate regulatory updates and prevent compliance gaps.