Appendix 3 – Record of Attendance						commented [AES1]: Use this document to keep a record of rainees that attended a training.
Traini	ng name:	QMS internal audit course				
Responses Brisis Servicing		0.00		Signature:		
	g-libri					Commented [AES2]: Write in the period of training if it's not
	1		Trainees			
No.	1000			Signature		Commented [AES3]: Give this record to the attendees fo signing.
1.						THE R. LEWIS CO., LANSING, CO., LANSING,
2.		_				
3.						
	J.					
job titl name] signatu						Commented [AES4]: Only necessary if the Procedure for Document and Record Control prescribes that paper documents must be signed.
Append	lix 3 – Record of At	tendance ve	r. [version] from [date]		Page 1 of 1	

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[organization name]