

[organization name]

### Appendix 3 – Record of Attendance

**Commented [16A1]:** If organization uses electronic databases, then this Appendix is not needed, and data listed here can be stored in database.

Training name:			
Training date:			

**Commented [16A2]:** Write in the period of training if it's not one-day training.

No.	Name	Signature

[job title]

[name]

\_\_\_\_\_  
[signature]