

[organization name]

Appendix 3 – Record of Attendance

Commented [AS91001]: If organization uses electronic databases, then this Appendix is not needed, and data listed here can be stored in database.

Training name:		
		Signature:
Training date:		

Commented [AS91002]: Write in the period of training if it's not one-day training.

Trainees		
No.	Name	Signature

[job title]

[name]

[signature]