

[organization name]

### Appendix 3 – Record of Attendance

Training name:	QMS internal audit course		
	John Doe	Signature:	

**Commented [13A1]:** Use this document to keep a record of all trainees that attended a training.

**Commented [13A2]:** Write in the period of training if it's not one-day training.

No.	Name:	Signature
1.	Jane Doe	
2.	Billy Smith	
3.	Jane White	

**Commented [13A3]:** Give this record to the attendees for

[job title]

[name]

[signature]

**Commented [13A4]:** Only necessary if document is in paper form.