

[organization name]

Appendix 3 – Record of Attendance

Commented [134851]: If organization uses electronic databases, then this Appendix is not needed, and data listed here can be stored in database.

Training date:		
Training location:		Signature:
Training date:		

Commented [134852]: Write in the period of training if it's not one-day training.

No.	Name:	Signature:

[job title]

[name]

[signature]