

[organization name]

Appendix 3 – Record of Attendance

Training name:	QMS internal audit course		
Person who delivered the training:	[signature]	Signature:	
Training date:	[date]		
Trainees			
No.	Name	Signature	
1.	[name]		
2.	[name]		
3.	[name]		

Commented [AES1]: Use this document to keep a record of all trainees that attended a training.

Commented [AES2]: Write in the period of training if it's not [blank].

Commented [AES3]: Give this record to the attendees for signing.

[job title]

[name]

[signature]

[signature]

Commented [AES4]: Only necessary if the Procedure for Document and Record Control prescribes that paper documents must be signed.