

[organization name]

Appendix 3 – Record of Attendance

Training subject:			
		Signature:	
Training topics:			

Commented [170251]: If organization uses electronic databases, then this Appendix can be stored in database.
This record should only include employees who completed the entire course of training.

Commented [170253]: Should be filled out by the person who conducted the training.

Commented [170252]: Performer can be either an educational

No.		Signature

Commented [170254]: Should be filled out by the participants of the training.

[Job title]

[Name]

[Signature]

Commented [170255]: Should be filled out by the person who organized the training in organization.
Only necessary if document is in paper form.