

[organization name]

### Appendix 3 – Record of Attendance

**Commented [45A1]:** If organization uses electronic databases, then this Appendix is not needed, and data listed here can be stored in database.

Training name:			
		Signature:	

**Commented [45A2]:** Write in the period of training if it's not one-day training.

No.	Date	Period

[job title]

[name]

[signature]

**Commented [45A3]:** The signature is needed only if the document is in paper form.