

[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	Signature

[job title]

[name]

[signature]

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