

[organization name]

### Appendix 3 – Record of Attendance

**Comment [9A1]:** If organization uses electronic databases, then this Appendix is not needed, and data listed here can be stored in database.

Training name:			
Person who delivered training:		Signature:	
Training date:			

**Comment [9A2]:** If organization uses electronic databases, then this Appendix is not needed, and data listed here can be stored in database.

Trainees		
No.	Name:	Signature

[job title]  
[name]

\_\_\_\_\_  
[signature]