

[organization name]

Appendix 3 – Record of Attendance

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

[Organization Name]	
[Job Title]	Signature:
[Name]	

Commented [9A2]: Write in the period of training if it's not one-day training.

No.	Name:	Signature

[job title]

[name]

[signature]