

[organization name]

Appendix 3 – Record of Attendance

Commented [14A1]: If organization uses electronic databases, then this Appendix is not needed, and data listed here can be stored in database.

Training name:		
		Signature:

Commented [14A2]:

No.	Name	

[job title]

[name]

[signature]

[signature]

Commented [14A3]: The signature is needed only if the document is in paper form.