

## **Training Attendance Record**

## Insert Training Topic

| Training Content:    |       |           |            |  |  |  |  |
|----------------------|-------|-----------|------------|--|--|--|--|
| Trainer/Facilitator: |       | Company:  | Signature: |  |  |  |  |
| Date:                | Time: | Location: |            |  |  |  |  |

## Please print and sign your name in the space provided

| Name | Signature | Name | Signature |
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## Revisions

| Document number       |               | тоо –                      |                |                           |                |  |  |
|-----------------------|---------------|----------------------------|----------------|---------------------------|----------------|--|--|
| Version               | Approval date | Approved by                | Effective date | Policy owner              | Policy contact |  |  |
| Draft                 | 30.01.2019    | Training Attendance Record | DD.MM.YYYY     | Manager Risk & Compliance | WHS Manager    |  |  |
| Next scheduled review |               | DD.MM.YYYY                 |                |                           |                |  |  |