Quality Control Document:

Training Attendance Log

# Purpose

This document contains an attendance log template. This template can be used, by anyone delivering a training session, to evidence trainees’ attendance.

# Instructions

1. Remove this first instruction page.
2. Update the document’s header with the title of the training session and retain the reference to this quality control document (QCD) in the footer.
3. Enter the details of the training that you are delivering.
4. Ask all attendees to register their details and sign the form.
5. Sign and date the completed attendance list and keep it on file.

# Related documents

* UoB-TRN-SOP-001 Training SOP
* UoB-TRN-QCD-001 Employee CV
* UoB-TRN-QCD-002 Employee Training Record

Access to the full UoB QMS for clinical research is available via the [CRCT website](https://www.birmingham.ac.uk/research/activity/mds/mds-rkto/governance/index.aspx).

|  |  |  |  |
| --- | --- | --- | --- |
| Date of training |  | Location |  |
| Summary of topics addressed: | | | |

# Attendees

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name | | Job title | | Department/Unit | Signature |
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|  | |  | |  |  |
| I confirm the above listed people attended the training. | | | | | | |
| Name of trainer: |  | | Signature: |  | |
| Date: |  | |