Y-12 Complex
Training Attendee Report

Business Event Title:		
Business Event Type (D Number):	**Primary Qualification (Q Number):**	
Dates: / to	**Time:** to	**Days/** **Hours**
Event (E Number):	**Location:**	**Number Attendees:**
Instructor/Proctor Signature:		**Badge:**

Badge	Completion Code	Printed Name	Attendee Signature	*Org. or Sponsor Contact

Completion Codes: **C**=Complete, **I**=Incomplete, **I/F**=Failure, **N**=No-show, **L**=Late Cancel, **D**=Delete

*All Y-12 visitors & subcontractors must list sponsor org. or contact name.

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CHECKLIST

NOTES:
- Key data (particularly at the beginning of the document) and trainee information is to be **consistently and completely** documented for audit and recordkeeping purposes. This includes recording completion codes for each attendee.
- It is recommended that a diagonal slash and instructor initials are added in the empty space below attendee names to designate that no other signatures, etc., should be in that section.

Required documentation for this training:

	Attendance sheet only
	Test
	Performance Checklist
	Other (specify)