

demo4

Doc No: s-104 | Rev: 0 | Date: 3/2/2026

ATTENDANCE SHEET DATE: / / TIME: TO
VENUE: SUBJECT OF TRAINING / MEETING : TRAINING/MEETING CONDUCTED BY:
NO.EMPLOYEE CARD NO.NAME OF NO.EMPLOYEE CARD NO.NAME OF
EMPLOYEE DEPARTMENT SIGNATURE Prepared by Asst. MR Approved by HOD Issued by
Management Representative { MR } Status