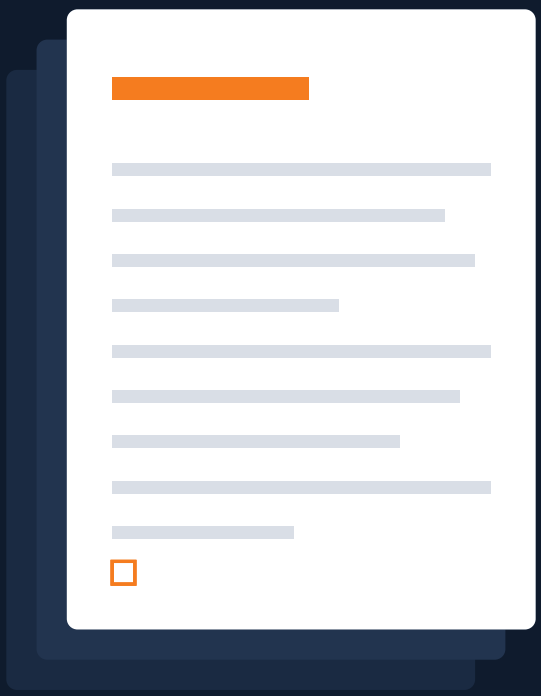
Documentation
Services Lab



FREE TEMPLATE

QUALITY & COMPLIANCE

Compliance Register

Tracks the laws, regulations and obligations that apply to you, and how you comply.

PRIMARY FOCUS

Tracking regulations and obligations

BEST FOR

Staying audit-ready as rules change

About this template

The Compliance Register (or legal register) lists every legal, regulatory, contractual and voluntary obligation, what it requires, who owns it, how compliance is shown, and when it was last checked. Review it whenever rules change and at least annually.

Detail	
Primary focus	Tracking regulations and obligations
Best for	Staying audit-ready as rules change

How to use it

- Replace every *[grey bracketed placeholder]* with your own details.
- Delete the orange **Guidance** boxes and green **Example** boxes before you publish or circulate it.
- Add or remove table rows as needed; keep the section order so readers can find things quickly.

Document Control

Register owner		**Last reviewed**	
Next review		**Sites / entities covered**	

01 Obligation Register

ID	Obligation / regulation	Requirement summary	Applies to	Owner	Evidence	Status
C-01	*[e.g. Data Privacy Act]*					*[Compliant]*

02 Upcoming Changes

GUIDANCE *Track new or changing rules before they take effect.*

Regulation	Change	Effective date	Impact	Action owner

03 Compliance Evaluation Log

Date	Obligation ID	Method	Result	Evaluated by

04 Permits & Licences

Permit / licence	Number	Issued by	Expiry	Renewal owner

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Documentation Services Lab turns your processes, systems and know-how into clear, audit-ready documents your team will actually use. Hand us your notes, recordings or rough drafts and we deliver a finished, on-brand **Compliance Register** and anything else you need.

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Standard, checklist, visual and compliance SOPs, process maps, operations manuals.

Technical & API docs

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Quality & compliance

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