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| **SENARAI SEMAK PELAKSANAAN KURSUS (KUDAP)** | | | | | | |
|  |  |  |  |  |  |  |
| NAMA LATIHAN | | : |  |  |  |  |
| TARIKH | | : |  |  |  |  |
| TEMPAT | | : |  |  |  |  |
| URUSETIA | | : | i) |  |  |  |
|  |  |  | ii) |  |  |  |
|  |  |  | iii) |  |  |  |
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| **BIL** | **PERKARA** | | | | **ADA (√)** | **CATATAN** |
| 1 | Kertas Cadangan/ Surat Arahan/ Memo/ Punca Kuasa | | | |  |  |
| 2 | Surat Lantikan Penceramah | | | |  |  |
| 3 | Surat Lantikan Urusetia | | | |  |  |
| 4 | Surat Panggilan Peserta | | | |  |  |
| 5 | Borang Kehadiran Peserta/ Surat Tunjuk Sebab | | | |  |  |
| 6 | Borang Penilaian Kursus | | | |  |  |
| 7 | Analisa Borang Penilaian | | | |  |  |
| 8 | Salinan Sijil Penceramah/ Urusetia/ Peserta | | | |  |  |
| 9 | Laporan | | | |  |  |
| 10 | Rekod Kemaskini Esis | | | |  |  |
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