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| **SENARAI SEMAK PELAKSANAAN KURSUS (KUDAP)** |
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| 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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