

Security training: evidence register

SAMPLE · FICTIONAL COMPANY

Meridian Dental Group (Sample Company) · 12 employees · Training year 2026-27 · Maintained by Dana Reyes, Office Manager. This is the single index page the company hands its broker or attaches to the renewal questionnaire; every artifact below sits behind it in one folder.

REGISTER · 6 ITEMS · ILLUSTRATIVE DATES				
REF	ARTIFACT	DATE FILED	WHERE IT LIVES	STATUS
EV-01	Evidence register: this page; re-issued whenever an item below changes	Oct 16, 2026	Evidence Pack/00-register.pdf	✓ Current
EV-02	Security-awareness training policy: adopted in the company's name, signed by the managing partner	Oct 5, 2026	Evidence Pack/01-policy.pdf	✓ Adopted · review Oct 2027
EV-03	Completion log: all 12 employees against the module lineup, signed off by the administrator	Oct 16, 2026	Evidence Pack/02-completion-log.pdf	✓ 11 of 12 complete
EV-04	Completion records†: one dated record per employee per finished module, produced by each passing quiz	Rolling	Evidence Pack/records/	✓ 94 records on file
EV-05	Admin rollout guide: the one-afternoon checklist the office manager ran	Oct 5, 2026	Evidence Pack/03-rollout-guide.pdf	✓ Rollout complete
EV-06	Training video library: 8 short modules, 3-5 minutes each, with quizzes (lineup below)	Oct 2, 2026	Evidence Pack/videos/(links)	✓ Delivered

MODULE LINEUP REFERENCED BY THIS REGISTER			
NO.	MODULE	NO.	MODULE
M1	Phishing & email red flags	M5	Data handling & privacy basics
M2	Passwords & MFA	M6	Remote & mobile work security
M3	Social engineering & pretexting	M7	Reporting incidents (no-blame culture)
M4	Wire fraud & payment verification	M8	AI-era scams & deepfakes

What this sample shows. This register illustrates the delivered state a company reaches after its one-afternoon rollout. All dates above are illustrative. All 8 modules and the document templates are finished and download at checkout; module 8 (**AI-era scams & deepfakes**) is free to watch on the site, so you can judge the quality bar before buying.