

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	Certificates of completion† — one dated completion record per employee per finished module	Rolling	Evidence Pack/certificates/	✓ 79 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 — 8–10 short modules, 3–5 minutes each, with quizzes (lineup below)	Sep 16, 2026	Evidence Pack/videos/(links)	✓ Delivered

MODULE LINEUP REFERENCED BY THIS REGISTER			
NO.	MODULE	NO.	MODULE
M1	Phishing & email scams	M5	Remote work security
M2	Passwords & MFA	M6	Incident reporting
M3	Social engineering	M7	AI-era scams & deepfakes
M4	Data handling & privacy	—	Final lineup is 8–10 modules at delivery

What this sample shows — and what exists today. This register illustrates the delivered state a company reaches after its one-afternoon rollout (dates above are illustrative, set after the September 16, 2026 delivery date). Today, one finished sample module exists — **M7, AI-era scams & deepfakes**, with its quiz; the full 8–10-module library and the live document templates deliver on September 16, 2026. Pre-orders are refundable in full any time before delivery.