

Laboratory Training Record – Quality Control Staff

Employee Information

Name: Emily Saunders

Employee ID: GPC-LAB-2241

Department: Quality Control – Grain Testing

Position: Junior Lab Technician

Supervisor: Nina Patel, QA Supervisor

Training Summary

Training Module ID: TRN-QC-GRAINS-2025

Module Title: Moisture & Protein Analysis – SOP Compliance and ELN Usage

Training Type: Instructor-Led + Hands-On

Trainer: Samuel Thompson, Senior Lab Technician

Training Date: February 5, 2025

Duration: 5 hours

Location: Lab Training Room B

Training Topics Covered

- SOP-LAB-QC-014: Moisture Analysis Procedure
- QC-PRO-GRAIN-022: Protein Testing Protocol
- Use of Analytical Balances and NIR Instruments
- ELN Entry Workflow and Digital Sign-Off
- Equipment Handling and Calibration Check
- Deviation Handling and CAPA Reporting

Assessment Details

Assessment Method: Written Quiz + Practical Observation

Written Score: 92%

Practical Evaluation: Passed

Evaluator Comments: Demonstrated strong SOP adherence; minor support needed with ELN template shortcuts.

Certification and Acknowledgment

Employee Declaration: I, Emily Saunders, confirm that I have completed the training as described above and understand the responsibilities as per GPC quality standards.

Signature: _____ Date: 2025-02-05

Trainer Signature: _____ Date: 2025-02-05

Retention Requirement: This training record must be kept for the employee's duration plus 3 years post-employment.