

MITRA INDUSTRIES (P) LTD,
14/4, Delhi Mathura Road, Faridabad, Haryana

FORM NO. MIPL-HRD-020-03E EFFECTIVE DATE 16-04-2022 REVIEW DATE 15-04-2024

TRAINING CALENDER / SCHEDULE (STORE)

Period From: January 2023

Date: 02-01-2023

To: December 2023

Sr. No.	TRAINING TOPIC	MONTHS											
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1	Raw Material and Packaging Material Receiving and Handling		✓										
2	Dispensing of Raw Materials				✓								
3	Procedure for issuance of Raw Material / input to Production department				✓								
4	De-Dusting of containers					✓							
5	Good Store Practices						✓						
6	Raw Material & Packing Material Accountability									✓			
7	SFG material receiving and handling										✓		
8	Procedure for cleaning and up keeping of dispensing tools - scoops, sampling rods etc.										✓		
9	Laminar Air Flow Operating Procedure											✓	
10	Good Manufacturing Practice											✓	
11	ISO 9001 : 2015 & ISO 13485 : 2016												✓
12	Good Document Practice												✓

Prepared by:
(Deptt.)

[Signature]

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Approved by:

[Signature]

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Issued To: Store
Issued By: R
Date of Issue: 02/01/23