

## Individual Training Record

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**Department:** Training / Human Resources  
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### Employee Information

**Employee Name:** Dr. Sandeep Verma  
**Employee ID:** 78002  
**Designation:** Scientist – Formulation R&D;  
**Department:** Research & Development

### Training History Matrix

SOP / Procedure No.	SOP / Procedure Title	Training Type	Date of Training	Trainer's Designation	SOP Version	Status
SOP-QA-001.2	SOP for SOPs	Quality Training	29-Dec-2024	QA Manager	1.2	Qualified
SOP-QA-002	Employee Training and Qualification	Quality Training	12-Dec-2024	QA Manager	1.0	Qualified
SOP-QA-003	Document and Data Control	Quality Training	28-Dec-2024	QA Manager	1.0	Qualified
SOP-QA-004	Change Control Management	Quality Training	10-Dec-2024	QA Manager	1.0	Qualified
SOP-QA-005	Deviation Management and Reporting	Quality Training	07-Dec-2024	QA Manager	1.0	Qualified
SOP-QA-006	Out of Specification (OOS) Investigations	Quality Training	19-Dec-2024	QA Manager	1.0	Qualified
SOP-QC-001.2	Sampling of Raw Materials	Laboratory Training	04-Dec-2024	QC Manager	1.2	Qualified
SOP-QC-004	General Laboratory Practices and Safety	Laboratory Training	21-Dec-2024	QC Manager	1.0	Qualified
SOP-QC-008	Operation, Calibration, and Maintenance of Analytical Balances	Laboratory Training	12-Dec-2024	QC Manager	1.0	Qualified
SOP-QC-009	Handling of Laboratory Reagents and Reference Standards	Laboratory Training	29-Dec-2024	QC Manager	1.0	Qualified
SOP-QC-011	Analytical Method for Assay and Impurities of Aspirin Tablets	Laboratory Training	16-Dec-2024	QC Manager	1.0	Qualified
SOP-QC-012	Analytical Method for Dissolution of Aspirin Tablets	Laboratory Training	17-Dec-2024	QC Manager	1.0	Qualified
SOP-WH-001.2	Receipt of Raw Materials and Packaging Components	Warehouse Training	29-Dec-2024	Warehouse Manager	1.2	Qualified
SOP-WH-003	Storage and Handling of Approved Materials	Warehouse Training	12-Dec-2024	Warehouse Manager	1.0	Qualified
SOP-PROD-001.2	Gowning and Hygiene in Manufacturing Areas	Production Training	28-Dec-2024	Production Manager	1.2	Qualified
SOP-HSE-001.2	Handling of Hazardous Materials and Waste Disposal	Safety Training	18-Dec-2024	HSE Manager	1.2	Qualified

SOP-HSE-002	Emergency Response and Evacuation Procedure	Safety Training	11-Dec-2024	HSE Manager	1.0	Qualified
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Training Summary

Dr. Sandeep Verma has completed 17 training sessions covering essential SOPs and procedures relevant to their role as Scientist – Formulation R&D; in the Research & Development department. All training was conducted by qualified trainers in accordance with GMP requirements. This training record serves as objective evidence of personnel competency for regulatory compliance purposes.

Document Control Information

**Prepared By:** Training Department  
**Date:** 29-Dec-2024  
**Version:** 1.0