

## Individual Training Record

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

**Employee Name:** Tarun Mehta  
**Employee ID:** 78049  
**Designation:** Engineering Technician  
**Department:** Engineering

### 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	08-Dec-2024	QA Manager	1.2	Qualified
SOP-QA-002	Employee Training and Qualification	Quality Training	23-Dec-2024	QA Manager	1.0	Qualified
SOP-ENG-001.2	Preventive Maintenance Program	Technical Training	05-Dec-2024	Engineering Manager	1.2	Qualified
SOP-ENG-002	Calibration Program for Instruments and Gauges	Technical Training	11-Dec-2024	Engineering Manager	1.0	Qualified
SOP-ENG-005	Equipment Breakdown and Repair Procedure	Technical Training	07-Dec-2024	Engineering Manager	1.0	Qualified
SOP-HSE-001.2	Handling of Hazardous Materials and Waste Disposal	Safety Training	11-Dec-2024	HSE Manager	1.2	Qualified
SOP-HSE-002	Emergency Response and Evacuation Procedure	Safety Training	06-Dec-2024	HSE Manager	1.0	Qualified

### Training Summary

Tarun Mehta has completed 7 training sessions covering essential SOPs and procedures relevant to their role as Engineering Technician in the Engineering 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