

Individual Training Record

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Department: Training / Human Resources
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Employee Information

Employee Name: Dr. Sharma
Employee ID: 78055
Designation: Head of Quality / QP
Department: Quality Assurance

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	25-Dec-2024	QA Manager	1.2	Qualified
SOP-QA-002	Employee Training and Qualification	Quality Training	02-Dec-2024	QA Manager	1.0	Qualified
SOP-QA-003	Document and Data Control	Quality Training	12-Dec-2024	QA Manager	1.0	Qualified
SOP-QA-004	Change Control Management	Quality Training	06-Dec-2024	QA Manager	1.0	Qualified
SOP-QA-005	Deviation Management and Reporting	Quality Training	05-Dec-2024	QA Manager	1.0	Qualified
SOP-QA-006	Out of Specification (OOS) Investigations	Quality Training	23-Dec-2024	QA Manager	1.0	Qualified
SOP-QA-007	Corrective and Preventive Action (CAPA) System	Quality Training	02-Dec-2024	QA Manager	1.0	Qualified
SOP-QA-008	Annual Product Quality Review (APQR) Compilation	Quality Training	10-Dec-2024	QA Manager	1.0	Qualified
SOP-QA-009	Vendor Qualification and Management	Quality Training	16-Dec-2024	QA Manager	1.0	Qualified
SOP-QA-010	Internal Audits / Self-Inspection	Quality Training	11-Dec-2024	QA Manager	1.0	Qualified
SOP-QA-011	Handling of Product Quality Complaints	Quality Training	11-Dec-2024	QA Manager	1.0	Qualified
SOP-QA-012	Handling of Product Recalls	Quality Training	09-Dec-2024	QA Manager	1.0	Qualified
SOP-QA-013	Batch Record Review and Final Batch Release	Quality Training	08-Dec-2024	QA Manager	1.0	Qualified
SOP-QA-014	Line Clearance Procedure	Quality Training	27-Dec-2024	QA Manager	1.0	Qualified
SOP-QC-010	Stability Study Program Management	Laboratory Training	14-Dec-2024	QC Manager	1.0	Qualified
SOP-QC-013	Microbiological Testing of Non-Sterile Products	Laboratory Training	11-Dec-2024	QC Manager	1.0	Qualified
SOP-HSE-001.2	Handling of Hazardous Materials and Waste Disposal	Safety Training	24-Dec-2024	HSE Manager	1.2	Qualified

SOP-HSE-002	Emergency Response and Evacuation Procedure	Safety Training	27-Dec-2024	HSE Manager	1.0	Qualified
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Training Summary

Dr. Sharma has completed 18 training sessions covering essential SOPs and procedures relevant to their role as Head of Quality / QP in the Quality Assurance 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