

Individual Training Record

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Department: Training / Human Resources
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Employee Information

Employee Name: Anil Verma
Employee ID: 78018
Designation: QC Analyst
Department: Quality Control

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 | 06-Dec-2024 | QA Manager | 1.2 | Qualified |
| SOP-QA-002 | Employee Training and Qualification | Quality Training | 09-Dec-2024 | QA Manager | 1.0 | Qualified |
| SOP-QA-006 | Out of Specification (OOS) Investigations | Quality Training | 14-Dec-2024 | QA Manager | 1.0 | Qualified |
| SOP-QC-001.2 | Sampling of Raw Materials | Laboratory Training | 07-Dec-2024 | QC Manager | 1.2 | Qualified |
| SOP-QC-002 | Sampling of In-Process Materials | Laboratory Training | 18-Dec-2024 | QC Manager | 1.0 | Qualified |
| SOP-QC-003 | Sampling of Finished Products | Laboratory Training | 04-Dec-2024 | QC Manager | 1.0 | Qualified |
| SOP-QC-004 | General Laboratory Practices and Safety | Laboratory Training | 02-Dec-2024 | QC Manager | 1.0 | Qualified |
| SOP-QC-008 | Operation, Calibration, and Maintenance of Analytical Balances | Laboratory Training | 16-Dec-2024 | QC Manager | 1.0 | Qualified |
| SOP-QC-009 | Handling of Laboratory Reagents and Reference Standards | Laboratory Training | 02-Dec-2024 | QC Manager | 1.0 | Qualified |
| SOP-QC-011 | Analytical Method for Assay and Impurities of Aspirin Tablets | Laboratory Training | 27-Dec-2024 | QC Manager | 1.0 | Qualified |
| SOP-QC-012 | Analytical Method for Dissolution of Aspirin Tablets | Laboratory Training | 12-Dec-2024 | QC Manager | 1.0 | Qualified |
| SOP-HSE-001.2 | Handling of Hazardous Materials and Waste Disposal | Safety Training | 08-Dec-2024 | HSE Manager | 1.2 | Qualified |
| SOP-HSE-002 | Emergency Response and Evacuation Procedure | Safety Training | 25-Dec-2024 | HSE Manager | 1.0 | Qualified |

Training Summary

Anil Verma has completed 13 training sessions covering essential SOPs and procedures relevant to their role as QC Analyst in the Quality Control 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