



Individual Training Record

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Department: Training / Human Resources

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Employee Information

Employee Name: Mr. Vijay Kumar

Employee ID: 78056

Designation: Purchasing Manager

Department: Procurement

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	18-Dec-2024	QA Manager	1.2	Qualified
SOP-QA-002	Employee Training and Qualification	Quality Training	29-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	04-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-WH-001.2	Receipt of Raw Materials and Packaging Components	Warehouse Training	28-Dec-2024	Warehouse Manager	1.2	Qualified
SOP-WH-007	Control of Printed Packaging Materials	Warehouse Training	05-Dec-2024	Warehouse Manager	1.0	Qualified
SOP-HSE-001.2	Handling of Hazardous Materials and Waste Disposal	Safety Training	20-Dec-2024	HSE Manager	1.2	Qualified

Training Summary

Mr. Vijay Kumar has completed 8 training sessions covering essential SOPs and procedures relevant to their role as Purchasing Manager in the Procurement 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

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