



Individual Training Record

Document ID: TRN/IND/78016

Department: Training / Human Resources

Generated: 20-Aug-2025

Employee Information

Employee Name: Sunita Iyer

Employee ID: 78016

Designation: Sanitation Staff

Department: Production

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	11-Dec-2024	QA Manager	1.2	Qualified
SOP-QA-002	Employee Training and Qualification	Quality Training	18-Dec-2024	QA Manager	1.0	Qualified
SOP-QA-014	Line Clearance Procedure	Quality Training	02-Dec-2024	QA Manager	1.0	Qualified
SOP-PROD-001.2	Gowning and Hygiene in Manufacturing Areas	Production Training	04-Dec-2024	Production Manager	1.2	Qualified
SOP-HSE-001.2	Handling of Hazardous Materials and Waste Disposal	Safety Training	16-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

Sunita Iyer has completed 6 training sessions covering essential SOPs and procedures relevant to their role as Sanitation Staff in the Production 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