

Individual Training Record

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Department: Training / Human Resources
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Employee Information

Employee Name: Pooja Gupta
Employee ID: 78038
Designation: Production Supervisor
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	05-Dec-2024	QA Manager	1.2	Qualified
SOP-QA-002	Employee Training and Qualification	Quality Training	04-Dec-2024	QA Manager	1.0	Qualified
SOP-QA-005	Deviation Management and Reporting	Quality Training	10-Dec-2024	QA Manager	1.0	Qualified
SOP-QA-014	Line Clearance Procedure	Quality Training	06-Dec-2024	QA Manager	1.0	Qualified
SOP-PROD-001.2	Gowning and Hygiene in Manufacturing Areas	Production Training	23-Dec-2024	Production Manager	1.2	Qualified
SOP-PROD-002	Operation, Cleaning, and Maintenance of the Mechanical Sifter	Production Training	02-Dec-2024	Production Manager	1.0	Qualified
SOP-PROD-003	Operation, Cleaning, and Maintenance of the Blender (V-Blender)	Production Training	14-Dec-2024	Production Manager	1.0	Qualified
SOP-PROD-007	In-Process Quality Control (IPQC) Checks for Tablet Compression	Production Training	10-Dec-2024	Production Manager	1.0	Qualified
SOP-PROD-008	Handling of In-Process Materials and Batch Segregation	Production Training	25-Dec-2024	Production Manager	1.0	Qualified
SOP-PROD-009	Process Yield Reconciliation	Production Training	08-Dec-2024	Production Manager	1.0	Qualified
SOP-HSE-001.2	Handling of Hazardous Materials and Waste Disposal	Safety Training	09-Dec-2024	HSE Manager	1.2	Qualified
SOP-HSE-002	Emergency Response and Evacuation Procedure	Safety Training	11-Dec-2024	HSE Manager	1.0	Qualified

Training Summary

Pooja Gupta has completed 12 training sessions covering essential SOPs and procedures relevant to their role as Production Supervisor 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