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Pharmaceuticals Pvt. Ltd.

Individual Training Record

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Employee Information

Employee Name: Ravi Sharma
Employee ID: 78047
Designation: Compression Machine Operator
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	27-Dec-2024	QA Manager	1.0	Qualified
SOP-PROD-001.2	Gowning and Hygiene in Manufacturing Areas	Production Training	16-Dec-2024	Production Manager	1.2	Qualified
SOP-PROD-006	Operation, Cleaning, and Maintenance of the Tablet Compression Machine	Production Training	08-Dec-2024	Production Manager	1.0	Qualified
SOP-PROD-007	In-Process Quality Control (IPQC) Checks for Tablet Compression	Production Training	02-Dec-2024	Production Manager	1.0	Qualified
SOP-PROD-008	Handling of In-Process Materials and Batch Segregation	Production Training	09-Dec-2024	Production Manager	1.0	Qualified
SOP-ENG-001.2	Preventive Maintenance Program	Technical Training	12-Dec-2024	Engineering Manager	1.2	Qualified
SOP-ENG-005	Equipment Breakdown and Repair Procedure	Technical Training	05-Dec-2024	Engineering 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	24-Dec-2024	HSE Manager	1.0	Qualified

Training Summary

Ravi Sharma has completed 11 training sessions covering essential SOPs and procedures relevant to their role as Compression Machine Operator 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

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