

Individual Training Record

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Employee Information

Employee Name: Kavita Rao
Employee ID: 78053
Designation: Blister Machine Operator
Department: Packaging

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	02-Dec-2024	QA Manager	1.2	Qualified
SOP-QA-002	Employee Training and Qualification	Quality Training	14-Dec-2024	QA Manager	1.0	Qualified
SOP-QA-014	Line Clearance Procedure	Quality Training	04-Dec-2024	QA Manager	1.0	Qualified
SOP-PKG-001.2	Operation, Cleaning, and Maintenance of the Blister Packaging Machine	Packaging Training	08-Dec-2024	Packaging Manager	1.2	Qualified
SOP-PKG-003	Control and Reconciliation of Printed Labels and Cartons	Packaging Training	08-Dec-2024	Packaging Manager	1.0	Qualified
SOP-PKG-004	In-Process Quality Control (IPQC) Checks for Packaging	Packaging Training	02-Dec-2024	Packaging Manager	1.0	Qualified
SOP-ENG-001.2	Preventive Maintenance Program	Technical Training	07-Dec-2024	Engineering Manager	1.2	Qualified
SOP-ENG-005	Equipment Breakdown and Repair Procedure	Technical Training	16-Dec-2024	Engineering Manager	1.0	Qualified
SOP-HSE-001.2	Handling of Hazardous Materials and Waste Disposal	Safety Training	23-Dec-2024	HSE Manager	1.2	Qualified
SOP-HSE-002	Emergency Response and Evacuation Procedure	Safety Training	09-Dec-2024	HSE Manager	1.0	Qualified

Training Summary

Kavita Rao has completed 10 training sessions covering essential SOPs and procedures relevant to their role as Blister Machine Operator in the Packaging 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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