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Pharmaceuticals Pvt. Ltd.

Individual Training Record

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Employee Information

Employee Name: Dr. Manish Santosh
Employee ID: 78024
Designation: QC Manager
Department: Quality Control

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	09-Dec-2024	QA Manager	1.2	Qualified
SOP-QA-002	Employee Training and Qualification	Quality Training	10-Dec-2024	QA Manager	1.0	Qualified
SOP-QA-004	Change Control Management	Quality Training	27-Dec-2024	QA Manager	1.0	Qualified
SOP-QA-005	Deviation Management and Reporting	Quality Training	18-Dec-2024	QA Manager	1.0	Qualified
SOP-QA-006	Out of Specification (OOS) Investigations	Quality Training	08-Dec-2024	QA Manager	1.0	Qualified
SOP-QA-007	Corrective and Preventive Action (CAPA) System	Quality Training	09-Dec-2024	QA Manager	1.0	Qualified
SOP-QA-008	Annual Product Quality Review (APQR) Compilation	Quality Training	27-Dec-2024	QA Manager	1.0	Qualified
SOP-QA-013	Batch Record Review and Final Batch Release	Quality Training	16-Dec-2024	QA Manager	1.0	Qualified
SOP-QC-001.2	Sampling of Raw Materials	Laboratory Training	14-Dec-2024	QC Manager	1.2	Qualified
SOP-QC-002	Sampling of In-Process Materials	Laboratory Training	05-Dec-2024	QC Manager	1.0	Qualified
SOP-QC-003	Sampling of Finished Products	Laboratory Training	06-Dec-2024	QC Manager	1.0	Qualified
SOP-QC-004	General Laboratory Practices and Safety	Laboratory Training	11-Dec-2024	QC Manager	1.0	Qualified
SOP-QC-010	Stability Study Program Management	Laboratory Training	04-Dec-2024	QC Manager	1.0	Qualified
SOP-QC-011	Analytical Method for Assay and Impurities of Aspirin Tablets	Laboratory Training	12-Dec-2024	QC Manager	1.0	Qualified
SOP-QC-012	Analytical Method for Dissolution of Aspirin Tablets	Laboratory Training	25-Dec-2024	QC Manager	1.0	Qualified
SOP-QC-013	Microbiological Testing of Non-Sterile Products	Laboratory Training	10-Dec-2024	QC 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	07-Dec-2024	HSE Manager	1.0	Qualified

Training Summary

Dr. Manish Santosh has completed 18 training sessions covering essential SOPs and procedures relevant to their role as QC Manager in the Quality Control 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