



Individual Training Record

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Department: Training / Human Resources

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Employee Information

Employee Name: Priya Deshmukh

Employee ID: 78011

Designation: Warehouse In-Charge

Department: Warehouse

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 | 10-Dec-2024 | QA Manager | 1.2 | Qualified |
| SOP-QA-002 | Employee Training and Qualification | Quality Training | 23-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-014 | Line Clearance Procedure | Quality Training | 27-Dec-2024 | QA Manager | 1.0 | Qualified |
| SOP-WH-001.2 | Receipt of Raw Materials and Packaging Components | Warehouse Training | 02-Dec-2024 | Warehouse Manager | 1.2 | Qualified |
| SOP-WH-002 | Storage and Handling of Quarantined Materials | Warehouse Training | 08-Dec-2024 | Warehouse Manager | 1.0 | Qualified |
| SOP-WH-003 | Storage and Handling of Approved Materials | Warehouse Training | 12-Dec-2024 | Warehouse Manager | 1.0 | Qualified |
| SOP-WH-004 | Storage and Handling of Rejected Materials | Warehouse Training | 05-Dec-2024 | Warehouse Manager | 1.0 | Qualified |
| SOP-WH-005 | Dispensing of Raw Materials for Production | Warehouse Training | 11-Dec-2024 | Warehouse Manager | 1.0 | Qualified |
| SOP-WH-006 | Inventory Management and Stock Control (FIFO/FEFO) | Warehouse Training | 09-Dec-2024 | Warehouse Manager | 1.0 | Qualified |
| SOP-WH-008 | Shipping of Finished Goods | Warehouse Training | 25-Dec-2024 | Warehouse Manager | 1.0 | Qualified |
| SOP-HSE-001.2 | Handling of Hazardous Materials and Waste Disposal | Safety Training | 14-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

Priya Deshmukh has completed 13 training sessions covering essential SOPs and procedures relevant to their role as Warehouse In-Charge in the Warehouse 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