



Individual Training Record

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Department: Training / Human Resources

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Employee Information

Employee Name: Michael Patel

Employee ID: 78012

Designation: Monitoring Staff

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	27-Dec-2024	QA Manager	1.2	Qualified
SOP-QA-002	Employee Training and Qualification	Quality Training	02-Dec-2024	QA Manager	1.0	Qualified
SOP-WH-002	Storage and Handling of Quarantined Materials	Warehouse Training	18-Dec-2024	Warehouse Manager	1.0	Qualified
SOP-WH-009	Pest Control in the Warehouse	Warehouse Training	23-Dec-2024	Warehouse Manager	1.0	Qualified
SOP-HSE-001.2	Handling of Hazardous Materials and Waste Disposal	Safety Training	25-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

Michael Patel has completed 6 training sessions covering essential SOPs and procedures relevant to their role as Monitoring Staff 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

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