

## Individual Training Record

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**Department:** Training / Human Resources  
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### Employee Information

**Employee Name:** Ms. Priya Desai  
**Employee ID:** 78005  
**Designation:** Research Associate – Formulation R&D;  
**Department:** Research & Development

### 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	12-Dec-2024	QA Manager	1.2	Qualified
SOP-QA-002	Employee Training and Qualification	Quality Training	16-Dec-2024	QA Manager	1.0	Qualified
SOP-QA-003	Document and Data Control	Quality Training	07-Dec-2024	QA Manager	1.0	Qualified
SOP-QA-006	Out of Specification (OOS) Investigations	Quality Training	12-Dec-2024	QA Manager	1.0	Qualified
SOP-QC-001.2	Sampling of Raw Materials	Laboratory Training	29-Dec-2024	QC Manager	1.2	Qualified
SOP-QC-004	General Laboratory Practices and Safety	Laboratory Training	10-Dec-2024	QC Manager	1.0	Qualified
SOP-QC-008	Operation, Calibration, and Maintenance of Analytical Balances	Laboratory Training	16-Dec-2024	QC Manager	1.0	Qualified
SOP-QC-011	Analytical Method for Assay and Impurities of Aspirin Tablets	Laboratory Training	04-Dec-2024	QC Manager	1.0	Qualified
SOP-QC-012	Analytical Method for Dissolution of Aspirin Tablets	Laboratory Training	21-Dec-2024	QC Manager	1.0	Qualified
SOP-WH-001.2	Receipt of Raw Materials and Packaging Components	Warehouse Training	28-Dec-2024	Warehouse Manager	1.2	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	29-Dec-2024	HSE Manager	1.0	Qualified

### Training Summary

Ms. Priya Desai has completed 12 training sessions covering essential SOPs and procedures relevant to their role as Research Associate – Formulation R&D; in the Research & Development 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