

Individual Training Record

Document ID: TRN/IND/78027
Department: Training / Human Resources
Generated: 20-Aug-2025

Employee Information

Employee Name: Dr. Sanjay Khanna
Employee ID: 78027
Designation: QC Supervisor
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 | 02-Dec-2024 | QA Manager | 1.2 | Qualified |
| SOP-QA-002 | Employee Training and Qualification | Quality Training | 04-Dec-2024 | QA Manager | 1.0 | Qualified |
| SOP-QA-005 | Deviation Management and Reporting | Quality Training | 10-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-QA-007 | Corrective and Preventive Action (CAPA) System | Quality Training | 02-Dec-2024 | QA Manager | 1.0 | Qualified |
| SOP-QA-013 | Batch Record Review and Final Batch Release | Quality Training | 05-Dec-2024 | QA Manager | 1.0 | Qualified |
| SOP-QC-001.2 | Sampling of Raw Materials | Laboratory Training | 23-Dec-2024 | QC Manager | 1.2 | Qualified |
| SOP-QC-002 | Sampling of In-Process Materials | Laboratory Training | 16-Dec-2024 | QC Manager | 1.0 | Qualified |
| SOP-QC-003 | Sampling of Finished Products | Laboratory Training | 09-Dec-2024 | QC Manager | 1.0 | Qualified |
| SOP-QC-004 | General Laboratory Practices and Safety | Laboratory Training | 18-Dec-2024 | QC Manager | 1.0 | Qualified |
| SOP-QC-010 | Stability Study Program Management | Laboratory Training | 24-Dec-2024 | QC Manager | 1.0 | Qualified |
| SOP-QC-011 | Analytical Method for Assay and Impurities of Aspirin Tablets | Laboratory Training | 10-Dec-2024 | QC Manager | 1.0 | Qualified |
| SOP-QC-012 | Analytical Method for Dissolution of Aspirin Tablets | Laboratory Training | 27-Dec-2024 | QC Manager | 1.0 | Qualified |
| SOP-HSE-001.2 | Handling of Hazardous Materials and Waste Disposal | Safety Training | 09-Dec-2024 | HSE Manager | 1.2 | Qualified |
| SOP-HSE-002 | Emergency Response and Evacuation Procedure | Safety Training | 27-Dec-2024 | HSE Manager | 1.0 | Qualified |

Training Summary

Dr. Sanjay Khanna has completed 15 training sessions covering essential SOPs and procedures relevant to their role as QC Supervisor 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