



Individual Training Record

Document ID: TRN/IND/78050

Department: Training / Human Resources

Generated: 20-Aug-2025

Employee Information

Employee Name: Meera Joshi

Employee ID: 78050

Designation: Packaging Procurement Specialist

Department: Procurement

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	23-Dec-2024	QA Manager	1.2	Qualified
SOP-QA-002	Employee Training and Qualification	Quality Training	07-Dec-2024	QA Manager	1.0	Qualified
SOP-QA-009	Vendor Qualification and Management	Quality Training	25-Dec-2024	QA Manager	1.0	Qualified
SOP-WH-007	Control of Printed Packaging Materials	Warehouse Training	04-Dec-2024	Warehouse Manager	1.0	Qualified
SOP-PKG-003	Control and Reconciliation of Printed Labels and Cartons	Packaging Training	18-Dec-2024	Packaging Manager	1.0	Qualified
SOP-HSE-001.2	Handling of Hazardous Materials and Waste Disposal	Safety Training	11-Dec-2024	HSE Manager	1.2	Qualified

Training Summary

Meera Joshi has completed 6 training sessions covering essential SOPs and procedures relevant to their role as Packaging Procurement Specialist in the Procurement 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