

## Individual Training Record

**Document ID:** TRN/IND/78003  
**Department:** Training / Human Resources  
**Generated:** 20-Aug-2025

### Employee Information

**Employee Name:** Dr. Anjali Deshmukh  
**Employee ID:** 78003  
**Designation:** Scientist – 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    | 07-Dec-2024      | QA Manager            | 1.2         | Qualified |
| SOP-QA-002          | Employee Training and Qualification                            | Quality Training    | 12-Dec-2024      | QA Manager            | 1.0         | Qualified |
| SOP-QA-003          | Document and Data Control                                      | Quality Training    | 04-Dec-2024      | QA Manager            | 1.0         | Qualified |
| SOP-QA-004          | Change Control Management                                      | Quality Training    | 16-Dec-2024      | QA Manager            | 1.0         | Qualified |
| SOP-QA-005          | Deviation Management and Reporting                             | Quality Training    | 17-Dec-2024      | QA Manager            | 1.0         | Qualified |
| SOP-QA-006          | Out of Specification (OOS) Investigations                      | Quality Training    | 20-Dec-2024      | QA Manager            | 1.0         | Qualified |
| SOP-QC-001.2        | Sampling of Raw Materials                                      | Laboratory Training | 05-Dec-2024      | QC Manager            | 1.2         | Qualified |
| SOP-QC-004          | General Laboratory Practices and Safety                        | Laboratory Training | 19-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-009          | Handling of Laboratory Reagents and Reference Standards        | Laboratory Training | 14-Dec-2024      | QC Manager            | 1.0         | Qualified |
| SOP-QC-011          | Analytical Method for Assay and Impurities of Aspirin Tablets  | Laboratory Training | 09-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-WH-003          | Storage and Handling of Approved Materials                     | Warehouse Training  | 28-Dec-2024      | Warehouse Manager     | 1.0         | Qualified |
| SOP-PROD-001.2      | Gowning and Hygiene in Manufacturing Areas                     | Production Training | 04-Dec-2024      | Production Manager    | 1.2         | Qualified |
| SOP-HSE-001.2       | Handling of Hazardous Materials and Waste Disposal             | Safety Training     | 12-Dec-2024      | HSE Manager           | 1.2         | Qualified |

|             |   |                 |             |             |     |           |
|-------------|---|-----------------|-------------|-------------|-----|-----------|
| SOP-HSE-002 | Emergency Response and Evacuation Procedure | Safety Training | 12-Dec-2024 | HSE Manager | 1.0 | Qualified |
|-------------|---|-----------------|-------------|-------------|-----|-----------|

Training Summary

Dr. Anjali Deshmukh has completed 17 training sessions covering essential SOPs and procedures relevant to their role as Scientist – 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