

Individual Training Record

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Department: Training / Human Resources
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Employee Information

Employee Name: Rahul Deshmukh
Employee ID: 78015
Designation: QA Oversight
Department: Quality Assurance

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	10-Dec-2024	QA Manager	1.2	Qualified
SOP-QA-002	Employee Training and Qualification	Quality Training	23-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-004	Change Control Management	Quality Training	18-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	04-Dec-2024	QA Manager	1.0	Qualified
SOP-QA-007	Corrective and Preventive Action (CAPA) System	Quality Training	06-Dec-2024	QA Manager	1.0	Qualified
SOP-QA-010	Internal Audits / Self-Inspection	Quality Training	16-Dec-2024	QA Manager	1.0	Qualified
SOP-QA-014	Line Clearance Procedure	Quality Training	11-Dec-2024	QA Manager	1.0	Qualified
SOP-QC-001.2	Sampling of Raw Materials	Laboratory Training	27-Dec-2024	QC Manager	1.2	Qualified
SOP-QC-004	General Laboratory Practices and Safety	Laboratory Training	11-Dec-2024	QC Manager	1.0	Qualified
SOP-HSE-001.2	Handling of Hazardous Materials and Waste Disposal	Safety Training	08-Dec-2024	HSE Manager	1.2	Qualified
SOP-HSE-002	Emergency Response and Evacuation Procedure	Safety Training	08-Dec-2024	HSE Manager	1.0	Qualified

Training Summary

Rahul Deshmukh has completed 13 training sessions covering essential SOPs and procedures relevant to their role as QA Oversight in the Quality Assurance 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