

Individual Training Record

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Employee Information

Employee Name: Priya Patel
Employee ID: 78017
Designation: Sanitation Staff
Department: Production

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	11-Dec-2024	QA Manager	1.2	Qualified
SOP-QA-002	Employee Training and Qualification	Quality Training	10-Dec-2024	QA Manager	1.0	Qualified
SOP-QA-014	Line Clearance Procedure	Quality Training	05-Dec-2024	QA Manager	1.0	Qualified
SOP-PROD-001.2	Gowning and Hygiene in Manufacturing Areas	Production Training	16-Dec-2024	Production Manager	1.2	Qualified
SOP-HSE-001.2	Handling of Hazardous Materials and Waste Disposal	Safety Training	27-Dec-2024	HSE Manager	1.2	Qualified
SOP-HSE-002	Emergency Response and Evacuation Procedure	Safety Training	18-Dec-2024	HSE Manager	1.0	Qualified

Training Summary

Priya Patel has completed 6 training sessions covering essential SOPs and procedures relevant to their role as Sanitation Staff in the Production 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

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