

Individual Training Record

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Employee Information

Employee Name: Rahul Banerjee
Employee ID: 78019
Designation: Sampling Staff
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	16-Dec-2024	QA Manager	1.2	Qualified
SOP-QA-002	Employee Training and Qualification	Quality Training	09-Dec-2024	QA Manager	1.0	Qualified
SOP-QC-001.2	Sampling of Raw Materials	Laboratory Training	11-Dec-2024	QC Manager	1.2	Qualified
SOP-QC-002	Sampling of In-Process Materials	Laboratory Training	08-Dec-2024	QC Manager	1.0	Qualified
SOP-QC-004	General Laboratory Practices and Safety	Laboratory Training	02-Dec-2024	QC Manager	1.0	Qualified
SOP-QC-008	Operation, Calibration, and Maintenance of Analytical Balances	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	04-Dec-2024	HSE Manager	1.0	Qualified

Training Summary

Rahul Banerjee has completed 8 training sessions covering essential SOPs and procedures relevant to their role as Sampling Staff 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
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