

## Individual Training Record

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**Department:** Training / Human Resources  
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### Employee Information

**Employee Name:** Sunita Rao  
**Employee ID:** 78033  
**Designation:** Production Operator  
**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	27-Dec-2024	QA Manager	1.2	Qualified
SOP-QA-002	Employee Training and Qualification	Quality Training	02-Dec-2024	QA Manager	1.0	Qualified
SOP-QA-014	Line Clearance Procedure	Quality Training	10-Dec-2024	QA 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-PROD-002	Operation, Cleaning, and Maintenance of the Mechanical Sifter	Production Training	06-Dec-2024	Production Manager	1.0	Qualified
SOP-PROD-003	Operation, Cleaning, and Maintenance of the Blender (V-Blender)	Production Training	27-Dec-2024	Production Manager	1.0	Qualified
SOP-PROD-007	In-Process Quality Control (IPQC) Checks for Tablet Compression	Production Training	07-Dec-2024	Production Manager	1.0	Qualified
SOP-PROD-008	Handling of In-Process Materials and Batch Segregation	Production Training	14-Dec-2024	Production Manager	1.0	Qualified
SOP-HSE-001.2	Handling of Hazardous Materials and Waste Disposal	Safety Training	10-Dec-2024	HSE Manager	1.2	Qualified
SOP-HSE-002	Emergency Response and Evacuation Procedure	Safety Training	24-Dec-2024	HSE Manager	1.0	Qualified

### Training Summary

Sunita Rao has completed 10 training sessions covering essential SOPs and procedures relevant to their role as Production Operator 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

**Prepared By:** Training Department

**Date:** 29-Dec-2024

**Version:** 1.0