

## Individual Training Record

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

**Employee Name:** Priya Verma  
**Employee ID:** 78048  
**Designation:** IPQC Inspector  
**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	24-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-006	Out of Specification (OOS) Investigations	Quality Training	05-Dec-2024	QA Manager	1.0	Qualified
SOP-QA-014	Line Clearance Procedure	Quality Training	08-Dec-2024	QA Manager	1.0	Qualified
SOP-PROD-007	In-Process Quality Control (IPQC) Checks for Tablet Compression	Production Training	09-Dec-2024	Production Manager	1.0	Qualified
SOP-PKG-004	In-Process Quality Control (IPQC) Checks for Packaging	Packaging Training	08-Dec-2024	Packaging Manager	1.0	Qualified
SOP-QC-002	Sampling of In-Process Materials	Laboratory Training	16-Dec-2024	QC Manager	1.0	Qualified
SOP-QC-003	Sampling of Finished Products	Laboratory Training	23-Dec-2024	QC Manager	1.0	Qualified
SOP-QC-004	General Laboratory Practices and Safety	Laboratory Training	12-Dec-2024	QC 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	11-Dec-2024	HSE Manager	1.0	Qualified

### Training Summary

Priya Verma has completed 11 training sessions covering essential SOPs and procedures relevant to their role as IPQC Inspector 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