

## Individual Training Record

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

**Employee Name:** Sunita Gupta  
**Employee ID:** 78052  
**Designation:** Packaging Supervisor  
**Department:** Packaging

### 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	08-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-005	Deviation Management and Reporting	Quality Training	23-Dec-2024	QA Manager	1.0	Qualified
SOP-QA-014	Line Clearance Procedure	Quality Training	10-Dec-2024	QA Manager	1.0	Qualified
SOP-PKG-001.2	Operation, Cleaning, and Maintenance of the Blister Packaging Machine	Packaging Training	07-Dec-2024	Packaging Manager	1.2	Qualified
SOP-PKG-002	Operation, Cleaning, and Maintenance of the Bottle Filling and Capping Line	Packaging Training	27-Dec-2024	Packaging Manager	1.0	Qualified
SOP-PKG-003	Control and Reconciliation of Printed Labels and Cartons	Packaging Training	04-Dec-2024	Packaging Manager	1.0	Qualified
SOP-PKG-004	In-Process Quality Control (IPQC) Checks for Packaging	Packaging Training	12-Dec-2024	Packaging Manager	1.0	Qualified
SOP-WH-007	Control of Printed Packaging Materials	Warehouse Training	18-Dec-2024	Warehouse Manager	1.0	Qualified
SOP-HSE-001.2	Handling of Hazardous Materials and Waste Disposal	Safety Training	11-Dec-2024	HSE Manager	1.2	Qualified
SOP-HSE-002	Emergency Response and Evacuation Procedure	Safety Training	16-Dec-2024	HSE Manager	1.0	Qualified

### Training Summary

Sunita Gupta has completed 11 training sessions covering essential SOPs and procedures relevant to their role as Packaging Supervisor in the Packaging 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