

9. Operator Training Attendance Record

Training Record No.: TRN/PKG/2025/014

Topic: Revised Label Printing and Verification SOP (PKG-SOP-014, Rev.02)

Date Conducted: 20-May-2025

Trainer: Pooja Gupta (QA Head)


Mode: On-site briefing in Packaging Suite P-101

	Employee Name	Employee ID	Designation	Signature
1	Deepak Shah	PKG-10704	Packaging Operator	_____
2	Karan Joshi	PKG-10715	Packaging Operator	_____
3	Sandeep Chowdhury	PKG-10722	Packaging Operator	_____
4	Rina Desai	QA-10910	QA Reviewer	_____
5	Balwinder Singh	QA-10911	QA Officer	_____

Training Outcome: All attendees understood revised procedure; competency verified via observation during next packaging run (ASP-25-004).

Trainer Signature:

A Name

QA Verification:  Training Complete (30-May-2025)

Training Record Summary

	Training Module	Date	Conducted By	Participants	Remarks
1	Label Verification & Template Control (CAPA-based)	14-Jun-2025	Neha Gupta (QA) / HR Dept.	Priya Singh, Rajesh Kumar, Amit Sharma	Attendance 100%; assessment scores above 85%.
2	Line Clearance Documentation Reinforcement	20-Jun-2025	QA Documentation	Packaging Operators	Refresher on section 18.0 documentation compliance.

Outcome: Operators demonstrated complete understanding of label approval protocol during post-training evaluation.