



Individual Training Record

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Department: Training / Human Resources

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Employee Information

Employee Name: Anjali Mehta

Employee ID: 78045

Designation: QC Analyst

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	02-Dec-2024	QA Manager	1.2	Qualified
SOP-QA-002	Employee Training and Qualification	Quality Training	11-Dec-2024	QA Manager	1.0	Qualified
SOP-QA-006	Out of Specification (OOS) Investigations	Quality Training	09-Dec-2024	QA Manager	1.0	Qualified
SOP-QC-001.2	Sampling of Raw Materials	Laboratory Training	02-Dec-2024	QC Manager	1.2	Qualified
SOP-QC-002	Sampling of In-Process Materials	Laboratory Training	12-Dec-2024	QC Manager	1.0	Qualified
SOP-QC-003	Sampling of Finished Products	Laboratory Training	27-Dec-2024	QC Manager	1.0	Qualified
SOP-QC-004	General Laboratory Practices and Safety	Laboratory Training	04-Dec-2024	QC Manager	1.0	Qualified
SOP-QC-008	Operation, Calibration, and Maintenance of Analytical Balances	Laboratory Training	27-Dec-2024	QC Manager	1.0	Qualified
SOP-QC-009	Handling of Laboratory Reagents and Reference Standards	Laboratory Training	25-Dec-2024	QC Manager	1.0	Qualified
SOP-QC-011	Analytical Method for Assay and Impurities of Aspirin Tablets	Laboratory Training	10-Dec-2024	QC Manager	1.0	Qualified
SOP-QC-012	Analytical Method for Dissolution of Aspirin Tablets	Laboratory Training	24-Dec-2024	QC Manager	1.0	Qualified
SOP-HSE-001.2	Handling of Hazardous Materials and Waste Disposal	Safety Training	16-Dec-2024	HSE Manager	1.2	Qualified
SOP-HSE-002	Emergency Response and Evacuation Procedure	Safety Training	05-Dec-2024	HSE Manager	1.0	Qualified

Training Summary

Anjali Mehta has completed 13 training sessions covering essential SOPs and procedures relevant to their role as QC Analyst 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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