

Individual Training Record

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Employee Information

Employee Name: Sumit Kumar
Employee ID: 78041
Designation: Warehouse Operator
Department: Warehouse

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	04-Dec-2024	QA Manager	1.2	Qualified
SOP-QA-002	Employee Training and Qualification	Quality Training	23-Dec-2024	QA Manager	1.0	Qualified
SOP-QA-014	Line Clearance Procedure	Quality Training	08-Dec-2024	QA Manager	1.0	Qualified
SOP-WH-001.2	Receipt of Raw Materials and Packaging Components	Warehouse Training	05-Dec-2024	Warehouse Manager	1.2	Qualified
SOP-WH-002	Storage and Handling of Quarantined Materials	Warehouse Training	08-Dec-2024	Warehouse Manager	1.0	Qualified
SOP-WH-003	Storage and Handling of Approved Materials	Warehouse Training	25-Dec-2024	Warehouse Manager	1.0	Qualified
SOP-WH-005	Dispensing of Raw Materials for Production	Warehouse Training	27-Dec-2024	Warehouse Manager	1.0	Qualified
SOP-WH-006	Inventory Management and Stock Control (FIFO/FEFO)	Warehouse Training	10-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	09-Dec-2024	HSE Manager	1.0	Qualified

Training Summary

Sumit Kumar has completed 10 training sessions covering essential SOPs and procedures relevant to their role as Warehouse Operator in the Warehouse 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

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