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1. Operator Training Record



Operator Training Record

This document is a snapshot of the central training file for the key personnel involved in the packaging stage.

Document ID: TRN/REC/F-012

Department: Training / Human Resources

Employee Training Record

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1	Employee Name:	Priya Singh
2	Employee ID:	77401
3	Designation:	Packaging Operator
4	Department:	Production

Training History Matrix:

	☰ SOP / Procedure No.	☰ SOP / Procedure Title	☰ Training Type	☰ Date of Training	☰ Trainer's Name	☰ Trainee's Signature
1	SOP/GEN/001	Good Documentation Practices	Initial	15-Jun-2024	Rohan Desai	Priya Singh
2	SOP/OP/BPM/001	Operation of Blister Packing Machine BPM-01	Initial	05-Sep-2024	Amit Sharma	Priya Singh
3	SOP/QC/PKG/001	In-Process Quality Checks for Primary Packaging	Initial	05-Sep-2024	Amit Sharma	Priya Singh
4	SOP/OP/BPM/001	Operation of Blister Packing Machine BPM-01	Re-qualification	01-Sep-2025	Amit Sharma	Priya Singh

Employee Training Record

	☰	☰
1	Employee Name:	Amit Sharma
2	Employee ID:	65120
3	Designation:	Packaging Supervisor
4	Department:	Production

Training History Matrix:

	☰ SOP / Procedure No.	☰ SOP / Procedure Title	☰ Training Type	☰ Date of Training	☰ Trainer's Name	☰ Trainee's Signature
1	SOP/GEN/001	Good Documentation Practices	Initial	10-Mar-2022	Rohan Desai	Amit Sharma
2	SOP/SUP/001	Supervisory Responsibilities in a GMP Environment	Initial	15-Mar-2022	Rohan Desai	Amit Sharma
3	SOP/OP/BPM/001	Operation of Blister Packing Machine BPM-001	Qualification	20-Apr-2022	QA Dept.	Amit Sharma
4	SOP/QC/PKG/001	In-Process Quality Checks for Primary Packaging	Qualification	20-Apr-2022	QA Dept.	Amit Sharma