

Individual Training Record

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Employee Information

Employee Name: Rajesh Singh
Employee ID: 78043
Designation: Senior 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	10-Dec-2024	QA Manager	1.2	Qualified
SOP-QA-002	Employee Training and Qualification	Quality Training	08-Dec-2024	QA Manager	1.0	Qualified
SOP-QA-014	Line Clearance Procedure	Quality Training	02-Dec-2024	QA Manager	1.0	Qualified
SOP-WH-001.2	Receipt of Raw Materials and Packaging Components	Warehouse Training	04-Dec-2024	Warehouse Manager	1.2	Qualified
SOP-WH-002	Storage and Handling of Quarantined Materials	Warehouse Training	25-Dec-2024	Warehouse Manager	1.0	Qualified
SOP-WH-003	Storage and Handling of Approved Materials	Warehouse Training	02-Dec-2024	Warehouse Manager	1.0	Qualified
SOP-WH-005	Dispensing of Raw Materials for Production	Warehouse Training	14-Dec-2024	Warehouse Manager	1.0	Qualified
SOP-WH-006	Inventory Management and Stock Control (FIFO/FEFO)	Warehouse Training	09-Dec-2024	Warehouse 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	27-Dec-2024	HSE Manager	1.2	Qualified
SOP-HSE-002	Emergency Response and Evacuation Procedure	Safety Training	27-Dec-2024	HSE Manager	1.0	Qualified

Training Summary

Rajesh Singh has completed 11 training sessions covering essential SOPs and procedures relevant to their role as Senior 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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