

Individual Training Record

Document ID: TRN/IND/78050
Department: Training / Human Resources
Generated: 20-Aug-2025

Employee Information

Employee Name: Meera Joshi
Employee ID: 78050
Designation: Packaging Procurement Specialist
Department: Procurement

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 | 23-Dec-2024 | QA Manager | 1.2 | Qualified |
| SOP-QA-002 | Employee Training and Qualification | Quality Training | 07-Dec-2024 | QA Manager | 1.0 | Qualified |
| SOP-QA-009 | Vendor Qualification and Management | Quality Training | 25-Dec-2024 | QA Manager | 1.0 | Qualified |
| SOP-WH-007 | Control of Printed Packaging Materials | Warehouse Training | 04-Dec-2024 | Warehouse Manager | 1.0 | Qualified |
| SOP-PKG-003 | Control and Reconciliation of Printed Labels and Cartons | Packaging Training | 18-Dec-2024 | Packaging 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 |

Training Summary

Meera Joshi has completed 6 training sessions covering essential SOPs and procedures relevant to their role as Packaging Procurement Specialist in the Procurement 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
Version: 1.0