



## Training Matrix - NovaThera Pharmaceuticals

Aspirin Tablet Manufacturing - Batch ASP-25-001

**Document Type:** Master Training Matrix

**Total Personnel:** 56 (Employee IDs: 78001-78056)

**Generated:** 20-Aug-2025

**Department:** Training / Human Resources

### Personnel Summary by Department

Department	Personnel Count	Personnel
Warehouse	11	Ashok Singh (78006) - Warehouse Operator Ashok Kumar (78007) - Warehouse Operator Ankit Mehra (78008) - Warehouse Operator Miral Rawat (78009) - Warehouse Operator Mohan Arora (78010) - Warehouse Operator Priya Deshmukh (78011) - Warehouse In-Charge Michael Patel (78012) - Monitoring Staff Jane Smith (78013) - Monitoring Staff Anita Deshmukh (78014) - Monitoring Staff Sumit Kumar (78041) - Warehouse Operator Rajesh Singh (78043) - Senior Warehouse Operator

Quality Assurance	3	Rahul Deshmukh (78015) - QA Oversight Priya Verma (78048) - IPQC Inspector Dr. Sharma (78055) - Head of Quality / QP
Production	17	Sunita Iyer (78016) - Sanitation Staff Priya Patel (78017) - Sanitation Staff Arvind Kumar (78029) - Production Operator Rakesh Sharma (78030) - Production Operator Priya Shah (78031) - Production Operator Ankit Verma (78032) - Production Operator Sunita Rao (78033) - Production Operator Javed Khan (78034) - Production Operator Balwinder Singh (78035) - Production Supervisor Manpreet Kaur (78036) - Production Supervisor Karan Joshi (78037) - Production Supervisor Pooja Gupta (78038) - Production Supervisor Deepak Shah (78039) - Production Supervisor Meena Iyer (78040) - Production Supervisor Ramesh Singh (78042) - Production Supervisor Priya Sharma (78044) - Production Operator Ravi Sharma (78047) - Compression Machine Operator
Quality Control	13	Anil Verma (78018) - QC Analyst Rahul Banerjee (78019) - Sampling Staff Ramesh Pawar (78020) - Sampling Staff Prakash Sharma (78021) - QC Analyst Amit Bhardwaj (78022) - QC Analyst Dr. Amrit Mehra (78023) - QC Supervisor Dr. Manish Santosh (78024) - QC Manager Dr. Rakesh Ahuja (78025) - QC Manager Dr. Kiran Pillai (78026) - QC Supervisor Dr. Sanjay Khanna (78027) - QC Supervisor Dr. Neeraj Kaul (78028) - QC Supervisor Anjali Mehta (78045) - QC Analyst Rohan Gupta (78046) - QC Analyst
Engineering	1	Tarun Mehta (78049) - Engineering Technician

Procurement	2	Meera Joshi (78050) - Packaging Procurement Specialist Mr. Vijay Kumar (78056) - Purchasing Manager
Packaging	4	Amit Sharma (78051) - Packaging Line Lead Sunita Gupta (78052) - Packaging Supervisor Kavita Rao (78053) - Blister Machine Operator Ramesh Patil (78054) - Cartoning Machine Operator
Research & Development	5	Dr. Rohan Joshi (78001) - Scientist – API Synthesis Dr. Sandeep Verma (78002) - Scientist – Formulation R&D; Dr. Anjali Deshmukh (78003) - Scientist – Formulation R&D; Dr. Aneesha Sharma (78004) - Scientist – Formulation R&D; Ms. Priya Desai (78005) - Research Associate – Formulation R&D;

## Training Matrix by Role

Role/Designation	Required SOPs	Total SOPs
Warehouse Operator	<p><b>SOP-QA-001.2</b> (v1.2): SOP for SOPs  <b>SOP-QA-002</b> (v1.0): Employee Training and Qualification  <b>SOP-QA-014</b> (v1.0): Line Clearance Procedure  <b>SOP-WH-001.2</b> (v1.2): Receipt of Raw Materials and Packaging Components  <b>SOP-WH-002</b> (v1.0): Storage and Handling of Quarantined Materials  <b>SOP-WH-003</b> (v1.0): Storage and Handling of Approved Materials  <b>SOP-WH-005</b> (v1.0): Dispensing of Raw Materials for Production  <b>SOP-WH-006</b> (v1.0): Inventory Management and Stock Control (FIFO/FEFO)  <b>SOP-HSE-001.2</b> (v1.2): Handling of Hazardous Materials and Waste Disposal  <b>SOP-HSE-002</b> (v1.0): Emergency Response and Evacuation Procedure</p>	10
Warehouse In-Charge	<p><b>SOP-QA-001.2</b> (v1.2): SOP for SOPs  <b>SOP-QA-002</b> (v1.0): Employee Training and Qualification  <b>SOP-QA-005</b> (v1.0): Deviation Management and Reporting  <b>SOP-QA-014</b> (v1.0): Line Clearance Procedure  <b>SOP-WH-001.2</b> (v1.2): Receipt of Raw Materials and Packaging Components  <b>SOP-WH-002</b> (v1.0): Storage and Handling of Quarantined Materials  <b>SOP-WH-003</b> (v1.0): Storage and Handling of Approved Materials  <b>SOP-WH-004</b> (v1.0): Storage and Handling of Rejected Materials  <b>SOP-WH-005</b> (v1.0): Dispensing of Raw Materials for Production  <b>SOP-WH-006</b> (v1.0): Inventory Management and Stock Control (FIFO/FEFO)  <b>SOP-WH-008</b> (v1.0): Shipping of Finished Goods  <b>SOP-HSE-001.2</b> (v1.2): Handling of Hazardous Materials and Waste Disposal  <b>SOP-HSE-002</b> (v1.0): Emergency Response and Evacuation Procedure</p>	13

Senior Warehouse Operator	<b>SOP-QA-001.2</b> (v1.2): SOP for SOPs <b>SOP-QA-002</b> (v1.0): Employee Training and Qualification <b>SOP-QA-014</b> (v1.0): Line Clearance Procedure <b>SOP-WH-001.2</b> (v1.2): Receipt of Raw Materials and Packaging Components <b>SOP-WH-002</b> (v1.0): Storage and Handling of Quarantined Materials <b>SOP-WH-003</b> (v1.0): Storage and Handling of Approved Materials <b>SOP-WH-005</b> (v1.0): Dispensing of Raw Materials for Production <b>SOP-WH-006</b> (v1.0): Inventory Management and Stock Control (FIFO/FEFO) <b>SOP-WH-007</b> (v1.0): Control of Printed Packaging Materials <b>SOP-HSE-001.2</b> (v1.2): Handling of Hazardous Materials and Waste Disposal <b>SOP-HSE-002</b> (v1.0): Emergency Response and Evacuation Procedure	11
Monitoring Staff	<b>SOP-QA-001.2</b> (v1.2): SOP for SOPs <b>SOP-QA-002</b> (v1.0): Employee Training and Qualification <b>SOP-WH-002</b> (v1.0): Storage and Handling of Quarantined Materials <b>SOP-WH-009</b> (v1.0): Pest Control in the Warehouse <b>SOP-HSE-001.2</b> (v1.2): Handling of Hazardous Materials and Waste Disposal <b>SOP-HSE-002</b> (v1.0): Emergency Response and Evacuation Procedure	6
QC Analyst	<b>SOP-QA-001.2</b> (v1.2): SOP for SOPs <b>SOP-QA-002</b> (v1.0): Employee Training and Qualification <b>SOP-QA-006</b> (v1.0): Out of Specification (OOS) Investigations <b>SOP-QC-001.2</b> (v1.2): Sampling of Raw Materials <b>SOP-QC-002</b> (v1.0): Sampling of In-Process Materials <b>SOP-QC-003</b> (v1.0): Sampling of Finished Products <b>SOP-QC-004</b> (v1.0): General Laboratory Practices and Safety <b>SOP-QC-008</b> (v1.0): Operation, Calibration, and Maintenance of Analytical Balances <b>SOP-QC-009</b> (v1.0): Handling of Laboratory Reagents and Reference Standards <b>SOP-QC-011</b> (v1.0): Analytical Method for Assay and Impurities of Aspirin Tablets <b>SOP-QC-012</b> (v1.0): Analytical Method for Dissolution of Aspirin Tablets <b>SOP-HSE-001.2</b> (v1.2): Handling of Hazardous Materials and Waste Disposal <b>SOP-HSE-002</b> (v1.0): Emergency Response and Evacuation Procedure	13

Sampling Staff	<p><b>SOP-QA-001.2</b> (v1.2): SOP for SOPs</p> <p><b>SOP-QA-002</b> (v1.0): Employee Training and Qualification</p> <p><b>SOP-QC-001.2</b> (v1.2): Sampling of Raw Materials</p> <p><b>SOP-QC-002</b> (v1.0): Sampling of In-Process Materials</p> <p><b>SOP-QC-004</b> (v1.0): General Laboratory Practices and Safety</p> <p><b>SOP-QC-008</b> (v1.0): Operation, Calibration, and Maintenance of Analytical Balances</p> <p><b>SOP-HSE-001.2</b> (v1.2): Handling of Hazardous Materials and Waste Disposal</p> <p><b>SOP-HSE-002</b> (v1.0): Emergency Response and Evacuation Procedure</p>	8
QC Supervisor	<p><b>SOP-QA-001.2</b> (v1.2): SOP for SOPs</p> <p><b>SOP-QA-002</b> (v1.0): Employee Training and Qualification</p> <p><b>SOP-QA-005</b> (v1.0): Deviation Management and Reporting</p> <p><b>SOP-QA-006</b> (v1.0): Out of Specification (OOS) Investigations</p> <p><b>SOP-QA-007</b> (v1.0): Corrective and Preventive Action (CAPA) System</p> <p><b>SOP-QA-013</b> (v1.0): Batch Record Review and Final Batch Release</p> <p><b>SOP-QC-001.2</b> (v1.2): Sampling of Raw Materials</p> <p><b>SOP-QC-002</b> (v1.0): Sampling of In-Process Materials</p> <p><b>SOP-QC-003</b> (v1.0): Sampling of Finished Products</p> <p><b>SOP-QC-004</b> (v1.0): General Laboratory Practices and Safety</p> <p><b>SOP-QC-010</b> (v1.0): Stability Study Program Management</p> <p><b>SOP-QC-011</b> (v1.0): Analytical Method for Assay and Impurities of Aspirin Tablets</p> <p><b>SOP-QC-012</b> (v1.0): Analytical Method for Dissolution of Aspirin Tablets</p> <p><b>SOP-HSE-001.2</b> (v1.2): Handling of Hazardous Materials and Waste Disposal</p> <p><b>SOP-HSE-002</b> (v1.0): Emergency Response and Evacuation Procedure</p>	15

QC Manager	<p><b>SOP-QA-001.2</b> (v1.2): SOP for SOPs  <b>SOP-QA-002</b> (v1.0): Employee Training and Qualification  <b>SOP-QA-004</b> (v1.0): Change Control Management  <b>SOP-QA-005</b> (v1.0): Deviation Management and Reporting  <b>SOP-QA-006</b> (v1.0): Out of Specification (OOS) Investigations  <b>SOP-QA-007</b> (v1.0): Corrective and Preventive Action (CAPA) System  <b>SOP-QA-008</b> (v1.0): Annual Product Quality Review (APQR) Compilation  <b>SOP-QA-013</b> (v1.0): Batch Record Review and Final Batch Release  <b>SOP-QC-001.2</b> (v1.2): Sampling of Raw Materials  <b>SOP-QC-002</b> (v1.0): Sampling of In-Process Materials  <b>SOP-QC-003</b> (v1.0): Sampling of Finished Products  <b>SOP-QC-004</b> (v1.0): General Laboratory Practices and Safety  <b>SOP-QC-010</b> (v1.0): Stability Study Program Management  <b>SOP-QC-011</b> (v1.0): Analytical Method for Assay and Impurities of Aspirin Tablets  <b>SOP-QC-012</b> (v1.0): Analytical Method for Dissolution of Aspirin Tablets  <b>SOP-QC-013</b> (v1.0): Microbiological Testing of Non-Sterile Products  <b>SOP-HSE-001.2</b> (v1.2): Handling of Hazardous Materials and Waste Disposal  <b>SOP-HSE-002</b> (v1.0): Emergency Response and Evacuation Procedure</p>	18
Production Operator	<p><b>SOP-QA-001.2</b> (v1.2): SOP for SOPs  <b>SOP-QA-002</b> (v1.0): Employee Training and Qualification  <b>SOP-QA-014</b> (v1.0): Line Clearance Procedure  <b>SOP-PROD-001.2</b> (v1.2): Gowning and Hygiene in Manufacturing Areas  <b>SOP-PROD-002</b> (v1.0): Operation, Cleaning, and Maintenance of the Mechanical Sifter  <b>SOP-PROD-003</b> (v1.0): Operation, Cleaning, and Maintenance of the Blender (V-Blender)  <b>SOP-PROD-007</b> (v1.0): In-Process Quality Control (IPQC) Checks for Tablet Compression  <b>SOP-PROD-008</b> (v1.0): Handling of In-Process Materials and Batch Segregation  <b>SOP-HSE-001.2</b> (v1.2): Handling of Hazardous Materials and Waste Disposal  <b>SOP-HSE-002</b> (v1.0): Emergency Response and Evacuation Procedure</p>	10

Production Supervisor	<p><b>SOP-QA-001.2</b> (v1.2): SOP for SOPs</p> <p><b>SOP-QA-002</b> (v1.0): Employee Training and Qualification</p> <p><b>SOP-QA-005</b> (v1.0): Deviation Management and Reporting</p> <p><b>SOP-QA-014</b> (v1.0): Line Clearance Procedure</p> <p><b>SOP-PROD-001.2</b> (v1.2): Gowning and Hygiene in Manufacturing Areas</p> <p><b>SOP-PROD-002</b> (v1.0): Operation, Cleaning, and Maintenance of the Mechanical Sifter</p> <p><b>SOP-PROD-003</b> (v1.0): Operation, Cleaning, and Maintenance of the Blender (V-Blender)</p> <p><b>SOP-PROD-007</b> (v1.0): In-Process Quality Control (IPQC) Checks for Tablet Compression</p> <p><b>SOP-PROD-008</b> (v1.0): Handling of In-Process Materials and Batch Segregation</p> <p><b>SOP-PROD-009</b> (v1.0): Process Yield Reconciliation</p> <p><b>SOP-HSE-001.2</b> (v1.2): Handling of Hazardous Materials and Waste Disposal</p> <p><b>SOP-HSE-002</b> (v1.0): Emergency Response and Evacuation Procedure</p>	12
Compression Machine Operator	<p><b>SOP-QA-001.2</b> (v1.2): SOP for SOPs</p> <p><b>SOP-QA-002</b> (v1.0): Employee Training and Qualification</p> <p><b>SOP-QA-014</b> (v1.0): Line Clearance Procedure</p> <p><b>SOP-PROD-001.2</b> (v1.2): Gowning and Hygiene in Manufacturing Areas</p> <p><b>SOP-PROD-006</b> (v1.0): Operation, Cleaning, and Maintenance of the Tablet Compression Machine</p> <p><b>SOP-PROD-007</b> (v1.0): In-Process Quality Control (IPQC) Checks for Tablet Compression</p> <p><b>SOP-PROD-008</b> (v1.0): Handling of In-Process Materials and Batch Segregation</p> <p><b>SOP-ENG-001.2</b> (v1.2): Preventive Maintenance Program</p> <p><b>SOP-ENG-005</b> (v1.0): Equipment Breakdown and Repair Procedure</p> <p><b>SOP-HSE-001.2</b> (v1.2): Handling of Hazardous Materials and Waste Disposal</p> <p><b>SOP-HSE-002</b> (v1.0): Emergency Response and Evacuation Procedure</p>	11
Sanitation Staff	<p><b>SOP-QA-001.2</b> (v1.2): SOP for SOPs</p> <p><b>SOP-QA-002</b> (v1.0): Employee Training and Qualification</p> <p><b>SOP-QA-014</b> (v1.0): Line Clearance Procedure</p> <p><b>SOP-PROD-001.2</b> (v1.2): Gowning and Hygiene in Manufacturing Areas</p> <p><b>SOP-HSE-001.2</b> (v1.2): Handling of Hazardous Materials and Waste Disposal</p> <p><b>SOP-HSE-002</b> (v1.0): Emergency Response and Evacuation Procedure</p>	6

QA Oversight	<p><b>SOP-QA-001.2</b> (v1.2): SOP for SOPs</p> <p><b>SOP-QA-002</b> (v1.0): Employee Training and Qualification</p> <p><b>SOP-QA-003</b> (v1.0): Document and Data Control</p> <p><b>SOP-QA-004</b> (v1.0): Change Control Management</p> <p><b>SOP-QA-005</b> (v1.0): Deviation Management and Reporting</p> <p><b>SOP-QA-006</b> (v1.0): Out of Specification (OOS) Investigations</p> <p><b>SOP-QA-007</b> (v1.0): Corrective and Preventive Action (CAPA) System</p> <p><b>SOP-QA-010</b> (v1.0): Internal Audits / Self-Inspection</p> <p><b>SOP-QA-014</b> (v1.0): Line Clearance Procedure</p> <p><b>SOP-QC-001.2</b> (v1.2): Sampling of Raw Materials</p> <p><b>SOP-QC-004</b> (v1.0): General Laboratory Practices and Safety</p> <p><b>SOP-HSE-001.2</b> (v1.2): Handling of Hazardous Materials and Waste Disposal</p> <p><b>SOP-HSE-002</b> (v1.0): Emergency Response and Evacuation Procedure</p>	13
IPQC Inspector	<p><b>SOP-QA-001.2</b> (v1.2): SOP for SOPs</p> <p><b>SOP-QA-002</b> (v1.0): Employee Training and Qualification</p> <p><b>SOP-QA-006</b> (v1.0): Out of Specification (OOS) Investigations</p> <p><b>SOP-QA-014</b> (v1.0): Line Clearance Procedure</p> <p><b>SOP-PROD-007</b> (v1.0): In-Process Quality Control (IPQC) Checks for Tablet Compression</p> <p><b>SOP-PKG-004</b> (v1.0): In-Process Quality Control (IPQC) Checks for Packaging</p> <p><b>SOP-QC-002</b> (v1.0): Sampling of In-Process Materials</p> <p><b>SOP-QC-003</b> (v1.0): Sampling of Finished Products</p> <p><b>SOP-QC-004</b> (v1.0): General Laboratory Practices and Safety</p> <p><b>SOP-HSE-001.2</b> (v1.2): Handling of Hazardous Materials and Waste Disposal</p> <p><b>SOP-HSE-002</b> (v1.0): Emergency Response and Evacuation Procedure</p>	11

Head of Quality / QP	<p><b>SOP-QA-001.2</b> (v1.2): SOP for SOPs</p> <p><b>SOP-QA-002</b> (v1.0): Employee Training and Qualification</p> <p><b>SOP-QA-003</b> (v1.0): Document and Data Control</p> <p><b>SOP-QA-004</b> (v1.0): Change Control Management</p> <p><b>SOP-QA-005</b> (v1.0): Deviation Management and Reporting</p> <p><b>SOP-QA-006</b> (v1.0): Out of Specification (OOS) Investigations</p> <p><b>SOP-QA-007</b> (v1.0): Corrective and Preventive Action (CAPA) System</p> <p><b>SOP-QA-008</b> (v1.0): Annual Product Quality Review (APQR) Compilation</p> <p><b>SOP-QA-009</b> (v1.0): Vendor Qualification and Management</p> <p><b>SOP-QA-010</b> (v1.0): Internal Audits / Self-Inspection</p> <p><b>SOP-QA-011</b> (v1.0): Handling of Product Quality Complaints</p> <p><b>SOP-QA-012</b> (v1.0): Handling of Product Recalls</p> <p><b>SOP-QA-013</b> (v1.0): Batch Record Review and Final Batch Release</p> <p><b>SOP-QA-014</b> (v1.0): Line Clearance Procedure</p> <p><b>SOP-QC-010</b> (v1.0): Stability Study Program Management</p> <p><b>SOP-QC-013</b> (v1.0): Microbiological Testing of Non-Sterile Products</p> <p><b>SOP-HSE-001.2</b> (v1.2): Handling of Hazardous Materials and Waste Disposal</p> <p><b>SOP-HSE-002</b> (v1.0): Emergency Response and Evacuation Procedure</p>	18
Packaging Supervisor	<p><b>SOP-QA-001.2</b> (v1.2): SOP for SOPs</p> <p><b>SOP-QA-002</b> (v1.0): Employee Training and Qualification</p> <p><b>SOP-QA-005</b> (v1.0): Deviation Management and Reporting</p> <p><b>SOP-QA-014</b> (v1.0): Line Clearance Procedure</p> <p><b>SOP-PKG-001.2</b> (v1.2): Operation, Cleaning, and Maintenance of the Blister Packaging Machine</p> <p><b>SOP-PKG-002</b> (v1.0): Operation, Cleaning, and Maintenance of the Bottle Filling and Capping Line</p> <p><b>SOP-PKG-003</b> (v1.0): Control and Reconciliation of Printed Labels and Cartons</p> <p><b>SOP-PKG-004</b> (v1.0): In-Process Quality Control (IPQC) Checks for Packaging</p> <p><b>SOP-WH-007</b> (v1.0): Control of Printed Packaging Materials</p> <p><b>SOP-HSE-001.2</b> (v1.2): Handling of Hazardous Materials and Waste Disposal</p> <p><b>SOP-HSE-002</b> (v1.0): Emergency Response and Evacuation Procedure</p>	11

Blister Machine Operator	<b>SOP-QA-001.2</b> (v1.2): SOP for SOPs <b>SOP-QA-002</b> (v1.0): Employee Training and Qualification <b>SOP-QA-014</b> (v1.0): Line Clearance Procedure <b>SOP-PKG-001.2</b> (v1.2): Operation, Cleaning, and Maintenance of the Blister Packaging Machine <b>SOP-PKG-003</b> (v1.0): Control and Reconciliation of Printed Labels and Cartons <b>SOP-PKG-004</b> (v1.0): In-Process Quality Control (IPQC) Checks for Packaging <b>SOP-ENG-001.2</b> (v1.2): Preventive Maintenance Program <b>SOP-ENG-005</b> (v1.0): Equipment Breakdown and Repair Procedure <b>SOP-HSE-001.2</b> (v1.2): Handling of Hazardous Materials and Waste Disposal <b>SOP-HSE-002</b> (v1.0): Emergency Response and Evacuation Procedure	10
Cartoning Machine Operator	<b>SOP-QA-001.2</b> (v1.2): SOP for SOPs <b>SOP-QA-002</b> (v1.0): Employee Training and Qualification <b>SOP-QA-014</b> (v1.0): Line Clearance Procedure <b>SOP-PKG-002</b> (v1.0): Operation, Cleaning, and Maintenance of the Bottle Filling and Capping Line <b>SOP-PKG-003</b> (v1.0): Control and Reconciliation of Printed Labels and Cartons <b>SOP-PKG-004</b> (v1.0): In-Process Quality Control (IPQC) Checks for Packaging <b>SOP-ENG-001.2</b> (v1.2): Preventive Maintenance Program <b>SOP-ENG-005</b> (v1.0): Equipment Breakdown and Repair Procedure <b>SOP-HSE-001.2</b> (v1.2): Handling of Hazardous Materials and Waste Disposal <b>SOP-HSE-002</b> (v1.0): Emergency Response and Evacuation Procedure	10
Packaging Line Lead	<b>SOP-QA-001.2</b> (v1.2): SOP for SOPs <b>SOP-QA-002</b> (v1.0): Employee Training and Qualification <b>SOP-QA-014</b> (v1.0): Line Clearance Procedure <b>SOP-PKG-001.2</b> (v1.2): Operation, Cleaning, and Maintenance of the Blister Packaging Machine <b>SOP-PKG-002</b> (v1.0): Operation, Cleaning, and Maintenance of the Bottle Filling and Capping Line <b>SOP-PKG-003</b> (v1.0): Control and Reconciliation of Printed Labels and Cartons <b>SOP-PKG-004</b> (v1.0): In-Process Quality Control (IPQC) Checks for Packaging <b>SOP-WH-007</b> (v1.0): Control of Printed Packaging Materials <b>SOP-HSE-001.2</b> (v1.2): Handling of Hazardous Materials and Waste Disposal <b>SOP-HSE-002</b> (v1.0): Emergency Response and Evacuation Procedure	10

Packaging Procurement Specialist	<b>SOP-QA-001.2</b> (v1.2): SOP for SOPs <b>SOP-QA-002</b> (v1.0): Employee Training and Qualification <b>SOP-QA-009</b> (v1.0): Vendor Qualification and Management <b>SOP-WH-007</b> (v1.0): Control of Printed Packaging Materials <b>SOP-PKG-003</b> (v1.0): Control and Reconciliation of Printed Labels and Cartons <b>SOP-HSE-001.2</b> (v1.2): Handling of Hazardous Materials and Waste Disposal	6
Engineering Technician	<b>SOP-QA-001.2</b> (v1.2): SOP for SOPs <b>SOP-QA-002</b> (v1.0): Employee Training and Qualification <b>SOP-ENG-001.2</b> (v1.2): Preventive Maintenance Program <b>SOP-ENG-002</b> (v1.0): Calibration Program for Instruments and Gauges <b>SOP-ENG-005</b> (v1.0): Equipment Breakdown and Repair Procedure <b>SOP-HSE-001.2</b> (v1.2): Handling of Hazardous Materials and Waste Disposal <b>SOP-HSE-002</b> (v1.0): Emergency Response and Evacuation Procedure	7
Scientist – API Synthesis	<b>SOP-QA-001.2</b> (v1.2): SOP for SOPs <b>SOP-QA-002</b> (v1.0): Employee Training and Qualification <b>SOP-QA-003</b> (v1.0): Document and Data Control <b>SOP-QA-004</b> (v1.0): Change Control Management <b>SOP-QA-005</b> (v1.0): Deviation Management and Reporting <b>SOP-QA-006</b> (v1.0): Out of Specification (OOS) Investigations <b>SOP-QC-001.2</b> (v1.2): Sampling of Raw Materials <b>SOP-QC-004</b> (v1.0): General Laboratory Practices and Safety <b>SOP-QC-008</b> (v1.0): Operation, Calibration, and Maintenance of Analytical Balances <b>SOP-QC-009</b> (v1.0): Handling of Laboratory Reagents and Reference Standards <b>SOP-QC-011</b> (v1.0): Analytical Method for Assay and Impurities of Aspirin Tablets <b>SOP-WH-001.2</b> (v1.2): Receipt of Raw Materials and Packaging Components <b>SOP-WH-003</b> (v1.0): Storage and Handling of Approved Materials <b>SOP-HSE-001.2</b> (v1.2): Handling of Hazardous Materials and Waste Disposal <b>SOP-HSE-002</b> (v1.0): Emergency Response and Evacuation Procedure	15

Scientist – Formulation R&D	<p><b>SOP-QA-001.2</b> (v1.2): SOP for SOPs  <b>SOP-QA-002</b> (v1.0): Employee Training and Qualification  <b>SOP-QA-003</b> (v1.0): Document and Data Control  <b>SOP-QA-004</b> (v1.0): Change Control Management  <b>SOP-QA-005</b> (v1.0): Deviation Management and Reporting  <b>SOP-QA-006</b> (v1.0): Out of Specification (OOS) Investigations  <b>SOP-QC-001.2</b> (v1.2): Sampling of Raw Materials  <b>SOP-QC-004</b> (v1.0): General Laboratory Practices and Safety  <b>SOP-QC-008</b> (v1.0): Operation, Calibration, and Maintenance of Analytical Balances  <b>SOP-QC-009</b> (v1.0): Handling of Laboratory Reagents and Reference Standards  <b>SOP-QC-011</b> (v1.0): Analytical Method for Assay and Impurities of Aspirin Tablets  <b>SOP-QC-012</b> (v1.0): Analytical Method for Dissolution of Aspirin Tablets  <b>SOP-WH-001.2</b> (v1.2): Receipt of Raw Materials and Packaging Components  <b>SOP-WH-003</b> (v1.0): Storage and Handling of Approved Materials  <b>SOP-PROD-001.2</b> (v1.2): Gowning and Hygiene in Manufacturing Areas  <b>SOP-HSE-001.2</b> (v1.2): Handling of Hazardous Materials and Waste Disposal  <b>SOP-HSE-002</b> (v1.0): Emergency Response and Evacuation Procedure</p>	17
Research Associate – Formulation R&D	<p><b>SOP-QA-001.2</b> (v1.2): SOP for SOPs  <b>SOP-QA-002</b> (v1.0): Employee Training and Qualification  <b>SOP-QA-003</b> (v1.0): Document and Data Control  <b>SOP-QA-006</b> (v1.0): Out of Specification (OOS) Investigations  <b>SOP-QC-001.2</b> (v1.2): Sampling of Raw Materials  <b>SOP-QC-004</b> (v1.0): General Laboratory Practices and Safety  <b>SOP-QC-008</b> (v1.0): Operation, Calibration, and Maintenance of Analytical Balances  <b>SOP-QC-011</b> (v1.0): Analytical Method for Assay and Impurities of Aspirin Tablets  <b>SOP-QC-012</b> (v1.0): Analytical Method for Dissolution of Aspirin Tablets  <b>SOP-WH-001.2</b> (v1.2): Receipt of Raw Materials and Packaging Components  <b>SOP-HSE-001.2</b> (v1.2): Handling of Hazardous Materials and Waste Disposal  <b>SOP-HSE-002</b> (v1.0): Emergency Response and Evacuation Procedure</p>	12

Purchasing Manager	<b>SOP-QA-001.2</b> (v1.2): SOP for SOPs <b>SOP-QA-002</b> (v1.0): Employee Training and Qualification <b>SOP-QA-003</b> (v1.0): Document and Data Control <b>SOP-QA-004</b> (v1.0): Change Control Management <b>SOP-QA-009</b> (v1.0): Vendor Qualification and Management <b>SOP-WH-001.2</b> (v1.2): Receipt of Raw Materials and Packaging Components <b>SOP-WH-007</b> (v1.0): Control of Printed Packaging Materials <b>SOP-HSE-001.2</b> (v1.2): Handling of Hazardous Materials and Waste Disposal	8
--------------------	--	---

## Individual Personnel Training Requirements

Employee ID	Name	Designation	Department	Required SOPs	Total Trainings
78001	Dr. Rohan Joshi	Scientist – API Synthesis	Research & Development	SOP-QA-001.2 (v1.2), SOP-QA-002 (v1.0), SOP-QA-003 (v1.0), SOP-QA-004 (v1.0), SOP-QA-005 (v1.0), SOP-QA-006 (v1.0), SOP-QC-001.2 (v1.2), SOP-QC-004 (v1.0), SOP-QC-008 (v1.0), SOP-QC-009 (v1.0), SOP-QC-011 (v1.0), SOP-WH-001.2 (v1.2), SOP-WH-003 (v1.0), SOP-HSE-001.2 (v1.2), SOP-HSE-002 (v1.0)	15
78002	Dr. Sandeep Verma	Scientist – Formulation R&D	Research & Development	SOP-QA-001.2 (v1.2), SOP-QA-002 (v1.0), SOP-QA-003 (v1.0), SOP-QA-004 (v1.0), SOP-QA-005 (v1.0), SOP-QA-006 (v1.0), SOP-QC-001.2 (v1.2), SOP-QC-004 (v1.0), SOP-QC-008 (v1.0), SOP-QC-009 (v1.0), SOP-QC-011 (v1.0), SOP-QC-012 (v1.0), SOP-WH-001.2 (v1.2), SOP-WH-003 (v1.0), SOP-PROD-001.2 (v1.2), SOP-HSE-001.2 (v1.2), SOP-HSE-002 (v1.0)	17
78003	Dr. Anjali Deshmukh	Scientist – Formulation R&D	Research & Development	SOP-QA-001.2 (v1.2), SOP-QA-002 (v1.0), SOP-QA-003 (v1.0), SOP-QA-004 (v1.0), SOP-QA-005 (v1.0), SOP-QA-006 (v1.0), SOP-QC-001.2 (v1.2), SOP-QC-004 (v1.0), SOP-QC-008 (v1.0), SOP-QC-009 (v1.0), SOP-QC-011 (v1.0), SOP-QC-012 (v1.0), SOP-WH-001.2 (v1.2), SOP-WH-003 (v1.0), SOP-PROD-001.2 (v1.2), SOP-HSE-001.2 (v1.2), SOP-HSE-002 (v1.0)	17
78004	Dr. Aneesha Sharma	Scientist – Formulation R&D	Research & Development	SOP-QA-001.2 (v1.2), SOP-QA-002 (v1.0), SOP-QA-003 (v1.0), SOP-QA-004 (v1.0), SOP-QA-005 (v1.0), SOP-QA-006 (v1.0), SOP-QC-001.2 (v1.2), SOP-QC-004 (v1.0), SOP-QC-008 (v1.0), SOP-QC-009 (v1.0), SOP-QC-011 (v1.0), SOP-QC-012 (v1.0), SOP-WH-001.2 (v1.2), SOP-WH-003 (v1.0), SOP-PROD-001.2 (v1.2), SOP-HSE-001.2 (v1.2), SOP-HSE-002 (v1.0)	17
78005	Ms. Priya Desai	Research Associate – Formulation R&D	Research & Development	SOP-QA-001.2 (v1.2), SOP-QA-002 (v1.0), SOP-QA-003 (v1.0), SOP-QA-006 (v1.0), SOP-QC-001.2 (v1.2), SOP-QC-004 (v1.0), SOP-QC-008 (v1.0), SOP-QC-011 (v1.0), SOP-QC-012 (v1.0), SOP-WH-001.2 (v1.2), SOP-HSE-001.2 (v1.2), SOP-HSE-002 (v1.0)	12
78006	Ashok Singh	Warehouse Operator	Warehouse	SOP-QA-001.2 (v1.2), SOP-QA-002 (v1.0), SOP-QA-014 (v1.0), SOP-WH-001.2 (v1.2), SOP-WH-002 (v1.0), SOP-WH-003 (v1.0), SOP-WH-005 (v1.0), SOP-WH-006 (v1.0), SOP-HSE-001.2 (v1.2), SOP-HSE-002 (v1.0)	10

78007	Ashok Kumar	Warehouse Operator	Warehouse	SOP-QA-001.2 (v1.2), SOP-QA-002 (v1.0), SOP-QA-014 (v1.0), SOP-WH-001.2 (v1.2), SOP-WH-002 (v1.0), SOP-WH-003 (v1.0), SOP-WH-005 (v1.0), SOP-WH-006 (v1.0), SOP-HSE-001.2 (v1.2), SOP-HSE-002 (v1.0)	10
78008	Ankit Mehra	Warehouse Operator	Warehouse	SOP-QA-001.2 (v1.2), SOP-QA-002 (v1.0), SOP-QA-014 (v1.0), SOP-WH-001.2 (v1.2), SOP-WH-002 (v1.0), SOP-WH-003 (v1.0), SOP-WH-005 (v1.0), SOP-WH-006 (v1.0), SOP-HSE-001.2 (v1.2), SOP-HSE-002 (v1.0)	10
78009	Miral Rawat	Warehouse Operator	Warehouse	SOP-QA-001.2 (v1.2), SOP-QA-002 (v1.0), SOP-QA-014 (v1.0), SOP-WH-001.2 (v1.2), SOP-WH-002 (v1.0), SOP-WH-003 (v1.0), SOP-WH-005 (v1.0), SOP-WH-006 (v1.0), SOP-HSE-001.2 (v1.2), SOP-HSE-002 (v1.0)	10
78010	Mohan Arora	Warehouse Operator	Warehouse	SOP-QA-001.2 (v1.2), SOP-QA-002 (v1.0), SOP-QA-014 (v1.0), SOP-WH-001.2 (v1.2), SOP-WH-002 (v1.0), SOP-WH-003 (v1.0), SOP-WH-005 (v1.0), SOP-WH-006 (v1.0), SOP-HSE-001.2 (v1.2), SOP-HSE-002 (v1.0)	10
78011	Priya Deshmukh	Warehouse In-Charge	Warehouse	SOP-QA-001.2 (v1.2), SOP-QA-002 (v1.0), SOP-QA-005 (v1.0), SOP-QA-014 (v1.0), SOP-WH-001.2 (v1.2), SOP-WH-002 (v1.0), SOP-WH-003 (v1.0), SOP-WH-004 (v1.0), SOP-WH-005 (v1.0), SOP-WH-006 (v1.0), SOP-WH-008 (v1.0), SOP-HSE-001.2 (v1.2), SOP-HSE-002 (v1.0)	13
78012	Michael Patel	Monitoring Staff	Warehouse	SOP-QA-001.2 (v1.2), SOP-QA-002 (v1.0), SOP-WH-002 (v1.0), SOP-WH-009 (v1.0), SOP-HSE-001.2 (v1.2), SOP-HSE-002 (v1.0)	6
78013	Jane Smith	Monitoring Staff	Warehouse	SOP-QA-001.2 (v1.2), SOP-QA-002 (v1.0), SOP-WH-002 (v1.0), SOP-WH-009 (v1.0), SOP-HSE-001.2 (v1.2), SOP-HSE-002 (v1.0)	6
78014	Anita Deshmukh	Monitoring Staff	Warehouse	SOP-QA-001.2 (v1.2), SOP-QA-002 (v1.0), SOP-WH-002 (v1.0), SOP-WH-009 (v1.0), SOP-HSE-001.2 (v1.2), SOP-HSE-002 (v1.0)	6
78015	Rahul Deshmukh	QA Oversight	Quality Assurance	SOP-QA-001.2 (v1.2), SOP-QA-002 (v1.0), SOP-QA-003 (v1.0), SOP-QA-004 (v1.0), SOP-QA-005 (v1.0), SOP-QA-006 (v1.0), SOP-QA-007 (v1.0), SOP-QA-010 (v1.0), SOP-QA-014 (v1.0), SOP-QC-001.2 (v1.2), SOP-QC-004 (v1.0), SOP-HSE-001.2 (v1.2), SOP-HSE-002 (v1.0)	13
78016	Sunita Iyer	Sanitation Staff	Production	SOP-QA-001.2 (v1.2), SOP-QA-002 (v1.0), SOP-QA-014 (v1.0), SOP-PROD-001.2 (v1.2), SOP-HSE-001.2 (v1.2), SOP-HSE-002 (v1.0)	6

78017	Priya Patel	Sanitation Staff	Production	SOP-QA-001.2 (v1.2), SOP-QA-002 (v1.0), SOP-QA-014 (v1.0), SOP-PROD-001.2 (v1.2), SOP-HSE-001.2 (v1.2), SOP-HSE-002 (v1.0)	6
78018	Anil Verma	QC Analyst	Quality Control	SOP-QA-001.2 (v1.2), SOP-QA-002 (v1.0), SOP-QA-006 (v1.0), SOP-QC-001.2 (v1.2), SOP-QC-002 (v1.0), SOP-QC-003 (v1.0), SOP-QC-004 (v1.0), SOP-QC-008 (v1.0), SOP-QC-009 (v1.0), SOP-QC-011 (v1.0), SOP-QC-012 (v1.0), SOP-HSE-001.2 (v1.2), SOP-HSE-002 (v1.0)	13
78019	Rahul Banerjee	Sampling Staff	Quality Control	SOP-QA-001.2 (v1.2), SOP-QA-002 (v1.0), SOP-QC-001.2 (v1.2), SOP-QC-002 (v1.0), SOP-QC-004 (v1.0), SOP-QC-008 (v1.0), SOP-HSE-001.2 (v1.2), SOP-HSE-002 (v1.0)	8
78020	Ramesh Pawar	Sampling Staff	Quality Control	SOP-QA-001.2 (v1.2), SOP-QA-002 (v1.0), SOP-QC-001.2 (v1.2), SOP-QC-002 (v1.0), SOP-QC-004 (v1.0), SOP-QC-008 (v1.0), SOP-HSE-001.2 (v1.2), SOP-HSE-002 (v1.0)	8
78021	Prakash Sharma	QC Analyst	Quality Control	SOP-QA-001.2 (v1.2), SOP-QA-002 (v1.0), SOP-QA-006 (v1.0), SOP-QC-001.2 (v1.2), SOP-QC-002 (v1.0), SOP-QC-003 (v1.0), SOP-QC-004 (v1.0), SOP-QC-008 (v1.0), SOP-QC-009 (v1.0), SOP-QC-011 (v1.0), SOP-QC-012 (v1.0), SOP-HSE-001.2 (v1.2), SOP-HSE-002 (v1.0)	13
78022	Amit Bhardwaj	QC Analyst	Quality Control	SOP-QA-001.2 (v1.2), SOP-QA-002 (v1.0), SOP-QA-006 (v1.0), SOP-QC-001.2 (v1.2), SOP-QC-002 (v1.0), SOP-QC-003 (v1.0), SOP-QC-004 (v1.0), SOP-QC-008 (v1.0), SOP-QC-009 (v1.0), SOP-QC-011 (v1.0), SOP-QC-012 (v1.0), SOP-HSE-001.2 (v1.2), SOP-HSE-002 (v1.0)	13
78023	Dr. Amrit Mehra	QC Supervisor	Quality Control	SOP-QA-001.2 (v1.2), SOP-QA-002 (v1.0), SOP-QA-005 (v1.0), SOP-QA-006 (v1.0), SOP-QA-007 (v1.0), SOP-QA-013 (v1.0), SOP-QC-001.2 (v1.2), SOP-QC-002 (v1.0), SOP-QC-003 (v1.0), SOP-QC-004 (v1.0), SOP-QC-010 (v1.0), SOP-QC-011 (v1.0), SOP-QC-012 (v1.0), SOP-HSE-001.2 (v1.2), SOP-HSE-002 (v1.0)	15
78024	Dr. Manish Santosh	QC Manager	Quality Control	SOP-QA-001.2 (v1.2), SOP-QA-002 (v1.0), SOP-QA-004 (v1.0), SOP-QA-005 (v1.0), SOP-QA-006 (v1.0), SOP-QA-007 (v1.0), SOP-QA-008 (v1.0), SOP-QA-013 (v1.0), SOP-QC-001.2 (v1.2), SOP-QC-002 (v1.0), SOP-QC-003 (v1.0), SOP-QC-004 (v1.0), SOP-QC-010 (v1.0), SOP-QC-011 (v1.0), SOP-QC-012 (v1.0), SOP-QC-013 (v1.0), SOP-HSE-001.2 (v1.2), SOP-HSE-002 (v1.0)	18

78025	Dr. Rakesh Ahuja	QC Manager	Quality Control	SOP-QA-001.2 (v1.2), SOP-QA-002 (v1.0), SOP-QA-004 (v1.0), SOP-QA-005 (v1.0), SOP-QA-006 (v1.0), SOP-QA-007 (v1.0), SOP-QA-008 (v1.0), SOP-QA-013 (v1.0), SOP-QC-001.2 (v1.2), SOP-QC-002 (v1.0), SOP-QC-003 (v1.0), SOP-QC-004 (v1.0), SOP-QC-010 (v1.0), SOP-QC-011 (v1.0), SOP-QC-012 (v1.0), SOP-QC-013 (v1.0), SOP-HSE-001.2 (v1.2), SOP-HSE-002 (v1.0)	18
78026	Dr. Kiran Pillai	QC Supervisor	Quality Control	SOP-QA-001.2 (v1.2), SOP-QA-002 (v1.0), SOP-QA-005 (v1.0), SOP-QA-006 (v1.0), SOP-QA-007 (v1.0), SOP-QA-013 (v1.0), SOP-QC-001.2 (v1.2), SOP-QC-002 (v1.0), SOP-QC-003 (v1.0), SOP-QC-004 (v1.0), SOP-QC-010 (v1.0), SOP-QC-011 (v1.0), SOP-QC-012 (v1.0), SOP-HSE-001.2 (v1.2), SOP-HSE-002 (v1.0)	15
78027	Dr. Sanjay Khanna	QC Supervisor	Quality Control	SOP-QA-001.2 (v1.2), SOP-QA-002 (v1.0), SOP-QA-005 (v1.0), SOP-QA-006 (v1.0), SOP-QA-007 (v1.0), SOP-QA-013 (v1.0), SOP-QC-001.2 (v1.2), SOP-QC-002 (v1.0), SOP-QC-003 (v1.0), SOP-QC-004 (v1.0), SOP-QC-010 (v1.0), SOP-QC-011 (v1.0), SOP-QC-012 (v1.0), SOP-HSE-001.2 (v1.2), SOP-HSE-002 (v1.0)	15
78028	Dr. Neeraj Kaul	QC Supervisor	Quality Control	SOP-QA-001.2 (v1.2), SOP-QA-002 (v1.0), SOP-QA-005 (v1.0), SOP-QA-006 (v1.0), SOP-QA-007 (v1.0), SOP-QA-013 (v1.0), SOP-QC-001.2 (v1.2), SOP-QC-002 (v1.0), SOP-QC-003 (v1.0), SOP-QC-004 (v1.0), SOP-QC-010 (v1.0), SOP-QC-011 (v1.0), SOP-QC-012 (v1.0), SOP-HSE-001.2 (v1.2), SOP-HSE-002 (v1.0)	15
78029	Arvind Kumar	Production Operator	Production	SOP-QA-001.2 (v1.2), SOP-QA-002 (v1.0), SOP-QA-014 (v1.0), SOP-PROD-001.2 (v1.2), SOP-PROD-002 (v1.0), SOP-PROD-003 (v1.0), SOP-PROD-007 (v1.0), SOP-PROD-008 (v1.0), SOP-HSE-001.2 (v1.2), SOP-HSE-002 (v1.0)	10
78030	Rakesh Sharma	Production Operator	Production	SOP-QA-001.2 (v1.2), SOP-QA-002 (v1.0), SOP-QA-014 (v1.0), SOP-PROD-001.2 (v1.2), SOP-PROD-002 (v1.0), SOP-PROD-003 (v1.0), SOP-PROD-007 (v1.0), SOP-PROD-008 (v1.0), SOP-HSE-001.2 (v1.2), SOP-HSE-002 (v1.0)	10
78031	Priya Shah	Production Operator	Production	SOP-QA-001.2 (v1.2), SOP-QA-002 (v1.0), SOP-QA-014 (v1.0), SOP-PROD-001.2 (v1.2), SOP-PROD-002 (v1.0), SOP-PROD-003 (v1.0), SOP-PROD-007 (v1.0), SOP-PROD-008 (v1.0), SOP-HSE-001.2 (v1.2), SOP-HSE-002 (v1.0)	10

78032	Ankit Verma	Production Operator	Production	SOP-QA-001.2 (v1.2), SOP-QA-002 (v1.0), SOP-QA-014 (v1.0), SOP-PROD-001.2 (v1.2), SOP-PROD-002 (v1.0), SOP-PROD-003 (v1.0), SOP-PROD-007 (v1.0), SOP-PROD-008 (v1.0), SOP-HSE-001.2 (v1.2), SOP-HSE-002 (v1.0)	10
78033	Sunita Rao	Production Operator	Production	SOP-QA-001.2 (v1.2), SOP-QA-002 (v1.0), SOP-QA-014 (v1.0), SOP-PROD-001.2 (v1.2), SOP-PROD-002 (v1.0), SOP-PROD-003 (v1.0), SOP-PROD-007 (v1.0), SOP-PROD-008 (v1.0), SOP-HSE-001.2 (v1.2), SOP-HSE-002 (v1.0)	10
78034	Javed Khan	Production Operator	Production	SOP-QA-001.2 (v1.2), SOP-QA-002 (v1.0), SOP-QA-014 (v1.0), SOP-PROD-001.2 (v1.2), SOP-PROD-002 (v1.0), SOP-PROD-003 (v1.0), SOP-PROD-007 (v1.0), SOP-PROD-008 (v1.0), SOP-HSE-001.2 (v1.2), SOP-HSE-002 (v1.0)	10
78035	Balwinder Singh	Production Supervisor	Production	SOP-QA-001.2 (v1.2), SOP-QA-002 (v1.0), SOP-QA-005 (v1.0), SOP-QA-014 (v1.0), SOP-PROD-001.2 (v1.2), SOP-PROD-002 (v1.0), SOP-PROD-003 (v1.0), SOP-PROD-007 (v1.0), SOP-PROD-008 (v1.0), SOP-PROD-009 (v1.0), SOP-HSE-001.2 (v1.2), SOP-HSE-002 (v1.0)	12
78036	Manpreet Kaur	Production Supervisor	Production	SOP-QA-001.2 (v1.2), SOP-QA-002 (v1.0), SOP-QA-005 (v1.0), SOP-QA-014 (v1.0), SOP-PROD-001.2 (v1.2), SOP-PROD-002 (v1.0), SOP-PROD-003 (v1.0), SOP-PROD-007 (v1.0), SOP-PROD-008 (v1.0), SOP-PROD-009 (v1.0), SOP-HSE-001.2 (v1.2), SOP-HSE-002 (v1.0)	12
78037	Karan Joshi	Production Supervisor	Production	SOP-QA-001.2 (v1.2), SOP-QA-002 (v1.0), SOP-QA-005 (v1.0), SOP-QA-014 (v1.0), SOP-PROD-001.2 (v1.2), SOP-PROD-002 (v1.0), SOP-PROD-003 (v1.0), SOP-PROD-007 (v1.0), SOP-PROD-008 (v1.0), SOP-PROD-009 (v1.0), SOP-HSE-001.2 (v1.2), SOP-HSE-002 (v1.0)	12
78038	Pooja Gupta	Production Supervisor	Production	SOP-QA-001.2 (v1.2), SOP-QA-002 (v1.0), SOP-QA-005 (v1.0), SOP-QA-014 (v1.0), SOP-PROD-001.2 (v1.2), SOP-PROD-002 (v1.0), SOP-PROD-003 (v1.0), SOP-PROD-007 (v1.0), SOP-PROD-008 (v1.0), SOP-PROD-009 (v1.0), SOP-HSE-001.2 (v1.2), SOP-HSE-002 (v1.0)	12
78039	Deepak Shah	Production Supervisor	Production	SOP-QA-001.2 (v1.2), SOP-QA-002 (v1.0), SOP-QA-005 (v1.0), SOP-QA-014 (v1.0), SOP-PROD-001.2 (v1.2), SOP-PROD-002 (v1.0), SOP-PROD-003 (v1.0), SOP-PROD-007 (v1.0), SOP-PROD-008 (v1.0), SOP-PROD-009 (v1.0), SOP-HSE-001.2 (v1.2), SOP-HSE-002 (v1.0)	12

78040	Meena Iyer	Production Supervisor	Production	SOP-QA-001.2 (v1.2), SOP-QA-002 (v1.0), SOP-QA-005 (v1.0), SOP-QA-014 (v1.0), SOP-PROD-001.2 (v1.2), SOP-PROD-002 (v1.0), SOP-PROD-003 (v1.0), SOP-PROD-007 (v1.0), SOP-PROD-008 (v1.0), SOP-PROD-009 (v1.0), SOP-HSE-001.2 (v1.2), SOP-HSE-002 (v1.0)	12
78041	Sumit Kumar	Warehouse Operator	Warehouse	SOP-QA-001.2 (v1.2), SOP-QA-002 (v1.0), SOP-QA-014 (v1.0), SOP-WH-001.2 (v1.2), SOP-WH-002 (v1.0), SOP-WH-003 (v1.0), SOP-WH-005 (v1.0), SOP-WH-006 (v1.0), SOP-HSE-001.2 (v1.2), SOP-HSE-002 (v1.0)	10
78042	Ramesh Singh	Production Supervisor	Production	SOP-QA-001.2 (v1.2), SOP-QA-002 (v1.0), SOP-QA-005 (v1.0), SOP-QA-014 (v1.0), SOP-PROD-001.2 (v1.2), SOP-PROD-002 (v1.0), SOP-PROD-003 (v1.0), SOP-PROD-007 (v1.0), SOP-PROD-008 (v1.0), SOP-PROD-009 (v1.0), SOP-HSE-001.2 (v1.2), SOP-HSE-002 (v1.0)	12
78043	Rajesh Singh	Senior Warehouse Operator	Warehouse	SOP-QA-001.2 (v1.2), SOP-QA-002 (v1.0), SOP-QA-014 (v1.0), SOP-WH-001.2 (v1.2), SOP-WH-002 (v1.0), SOP-WH-003 (v1.0), SOP-WH-005 (v1.0), SOP-WH-006 (v1.0), SOP-WH-007 (v1.0), SOP-HSE-001.2 (v1.2), SOP-HSE-002 (v1.0)	11
78044	Priya Sharma	Production Operator	Production	SOP-QA-001.2 (v1.2), SOP-QA-002 (v1.0), SOP-QA-014 (v1.0), SOP-PROD-001.2 (v1.2), SOP-PROD-002 (v1.0), SOP-PROD-003 (v1.0), SOP-PROD-007 (v1.0), SOP-PROD-008 (v1.0), SOP-HSE-001.2 (v1.2), SOP-HSE-002 (v1.0)	10
78045	Anjali Mehta	QC Analyst	Quality Control	SOP-QA-001.2 (v1.2), SOP-QA-002 (v1.0), SOP-QA-006 (v1.0), SOP-QC-001.2 (v1.2), SOP-QC-002 (v1.0), SOP-QC-003 (v1.0), SOP-QC-004 (v1.0), SOP-QC-008 (v1.0), SOP-QC-009 (v1.0), SOP-QC-011 (v1.0), SOP-QC-012 (v1.0), SOP-HSE-001.2 (v1.2), SOP-HSE-002 (v1.0)	13
78046	Rohan Gupta	QC Analyst	Quality Control	SOP-QA-001.2 (v1.2), SOP-QA-002 (v1.0), SOP-QA-006 (v1.0), SOP-QC-001.2 (v1.2), SOP-QC-002 (v1.0), SOP-QC-003 (v1.0), SOP-QC-004 (v1.0), SOP-QC-008 (v1.0), SOP-QC-009 (v1.0), SOP-QC-011 (v1.0), SOP-QC-012 (v1.0), SOP-HSE-001.2 (v1.2), SOP-HSE-002 (v1.0)	13
78047	Ravi Sharma	Compression Machine Operator	Production	SOP-QA-001.2 (v1.2), SOP-QA-002 (v1.0), SOP-QA-014 (v1.0), SOP-PROD-001.2 (v1.2), SOP-PROD-006 (v1.0), SOP-PROD-007 (v1.0), SOP-PROD-008 (v1.0), SOP-ENG-001.2 (v1.2), SOP-ENG-005 (v1.0), SOP-HSE-001.2 (v1.2), SOP-HSE-002 (v1.0)	11

78048	Priya Verma	IPQC Inspector	Quality Assurance	SOP-QA-001.2 (v1.2), SOP-QA-002 (v1.0), SOP-QA-006 (v1.0), SOP-QA-014 (v1.0), SOP-PROD-007 (v1.0), SOP-PKG-004 (v1.0), SOP-QC-002 (v1.0), SOP-QC-003 (v1.0), SOP-QC-004 (v1.0), SOP-HSE-001.2 (v1.2), SOP-HSE-002 (v1.0)	11
78049	Tarun Mehta	Engineering Technician	Engineering	SOP-QA-001.2 (v1.2), SOP-QA-002 (v1.0), SOP-ENG-001.2 (v1.2), SOP-ENG-002 (v1.0), SOP-ENG-005 (v1.0), SOP-HSE-001.2 (v1.2), SOP-HSE-002 (v1.0)	7
78050	Meera Joshi	Packaging Procurement Specialist	Procurement	SOP-QA-001.2 (v1.2), SOP-QA-002 (v1.0), SOP-QA-009 (v1.0), SOP-WH-007 (v1.0), SOP-PKG-003 (v1.0), SOP-HSE-001.2 (v1.2)	6
78051	Amit Sharma	Packaging Line Lead	Packaging	SOP-QA-001.2 (v1.2), SOP-QA-002 (v1.0), SOP-QA-014 (v1.0), SOP-PKG-001.2 (v1.2), SOP-PKG-002 (v1.0), SOP-PKG-003 (v1.0), SOP-PKG-004 (v1.0), SOP-WH-007 (v1.0), SOP-HSE-001.2 (v1.2), SOP-HSE-002 (v1.0)	10
78052	Sunita Gupta	Packaging Supervisor	Packaging	SOP-QA-001.2 (v1.2), SOP-QA-002 (v1.0), SOP-QA-005 (v1.0), SOP-QA-014 (v1.0), SOP-PKG-001.2 (v1.2), SOP-PKG-002 (v1.0), SOP-PKG-003 (v1.0), SOP-PKG-004 (v1.0), SOP-WH-007 (v1.0), SOP-HSE-001.2 (v1.2), SOP-HSE-002 (v1.0)	11
78053	Kavita Rao	Blister Machine Operator	Packaging	SOP-QA-001.2 (v1.2), SOP-QA-002 (v1.0), SOP-QA-014 (v1.0), SOP-PKG-001.2 (v1.2), SOP-PKG-003 (v1.0), SOP-PKG-004 (v1.0), SOP-ENG-001.2 (v1.2), SOP-ENG-005 (v1.0), SOP-HSE-001.2 (v1.2), SOP-HSE-002 (v1.0)	10
78054	Ramesh Patil	Cartoning Machine Operator	Packaging	SOP-QA-001.2 (v1.2), SOP-QA-002 (v1.0), SOP-QA-014 (v1.0), SOP-PKG-002 (v1.0), SOP-PKG-003 (v1.0), SOP-PKG-004 (v1.0), SOP-ENG-001.2 (v1.2), SOP-ENG-005 (v1.0), SOP-HSE-001.2 (v1.2), SOP-HSE-002 (v1.0)	10
78055	Dr. Sharma	Head of Quality / QP	Quality Assurance	SOP-QA-001.2 (v1.2), SOP-QA-002 (v1.0), SOP-QA-003 (v1.0), SOP-QA-004 (v1.0), SOP-QA-005 (v1.0), SOP-QA-006 (v1.0), SOP-QA-007 (v1.0), SOP-QA-008 (v1.0), SOP-QA-009 (v1.0), SOP-QA-010 (v1.0), SOP-QA-011 (v1.0), SOP-QA-012 (v1.0), SOP-QA-013 (v1.0), SOP-QA-014 (v1.0), SOP-QC-010 (v1.0), SOP-QC-013 (v1.0), SOP-HSE-001.2 (v1.2), SOP-HSE-002 (v1.0)	18

78056	Mr. Vijay Kumar	Purchasing Manager	Procurement	SOP-QA-001.2 (v1.2), SOP-QA-002 (v1.0), SOP-QA-003 (v1.0), SOP-QA-004 (v1.0), SOP-QA-009 (v1.0), SOP-WH-001.2 (v1.2), SOP-WH-007 (v1.0), SOP-HSE-001.2 (v1.2)	8
-------	-----------------	--------------------	-------------	---	---

## Training Matrix Statistics

### Training Matrix Statistics:

- Total Personnel: 56
- Total Unique Roles: 25
- Total Unique SOPs: 49
- Average SOPs per Person: 11.4
- SOPs with Version 1.2: 7
- SOPs with Version 1.0: 42

## Document Control Information

**Prepared By:** Training Department

**Reviewed By:** Head of Quality Assurance

**Approved By:** Plant Manager

**Date:** 20-Aug-2025

**Version:** 1.0

**Next Review Date:** Annual