



Individual Training Record

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Department: Training / Human Resources

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Employee Information

Employee Name: Jane Smith

Employee ID: 78013

Designation: Monitoring Staff

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 | 11-Dec-2024 | QA Manager | 1.2 | Qualified |
| SOP-QA-002 | Employee Training and Qualification | Quality Training | 11-Dec-2024 | QA Manager | 1.0 | Qualified |
| SOP-WH-002 | Storage and Handling of Quarantined Materials | Warehouse Training | 02-Dec-2024 | Warehouse Manager | 1.0 | Qualified |
| SOP-WH-009 | Pest Control in the Warehouse | Warehouse Training | 27-Dec-2024 | Warehouse Manager | 1.0 | Qualified |
| SOP-HSE-001.2 | Handling of Hazardous Materials and Waste Disposal | Safety Training | 08-Dec-2024 | HSE Manager | 1.2 | Qualified |
| SOP-HSE-002 | Emergency Response and Evacuation Procedure | Safety Training | 24-Dec-2024 | HSE Manager | 1.0 | Qualified |

Training Summary

Jane Smith has completed 6 training sessions covering essential SOPs and procedures relevant to their role as Monitoring Staff 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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