



Individual Training Record

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Department: Training / Human Resources

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Employee Information

Employee Name: Ms. Priya Desai

Employee ID: 78005

Designation: Research Associate – Formulation R&D;

Department: Research & Development

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	12-Dec-2024	QA Manager	1.2	Qualified
SOP-QA-002	Employee Training and Qualification	Quality Training	16-Dec-2024	QA Manager	1.0	Qualified
SOP-QA-003	Document and Data Control	Quality Training	07-Dec-2024	QA Manager	1.0	Qualified
SOP-QA-006	Out of Specification (OOS) Investigations	Quality Training	12-Dec-2024	QA Manager	1.0	Qualified
SOP-QC-001.2	Sampling of Raw Materials	Laboratory Training	29-Dec-2024	QC Manager	1.2	Qualified
SOP-QC-004	General Laboratory Practices and Safety	Laboratory Training	10-Dec-2024	QC Manager	1.0	Qualified
SOP-QC-008	Operation, Calibration, and Maintenance of Analytical Balances	Laboratory Training	16-Dec-2024	QC Manager	1.0	Qualified
SOP-QC-011	Analytical Method for Assay and Impurities of Aspirin Tablets	Laboratory Training	04-Dec-2024	QC Manager	1.0	Qualified
SOP-QC-012	Analytical Method for Dissolution of Aspirin Tablets	Laboratory Training	21-Dec-2024	QC Manager	1.0	Qualified
SOP-WH-001.2	Receipt of Raw Materials and Packaging Components	Warehouse Training	28-Dec-2024	Warehouse Manager	1.2	Qualified
SOP-HSE-001.2	Handling of Hazardous Materials and Waste Disposal	Safety Training	14-Dec-2024	HSE Manager	1.2	Qualified
SOP-HSE-002	Emergency Response and Evacuation Procedure	Safety Training	29-Dec-2024	HSE Manager	1.0	Qualified

Training Summary

Ms. Priya Desai has completed 12 training sessions covering essential SOPs and procedures relevant to their role as Research Associate – Formulation R&D; in the Research & Development 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