

## 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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