



Individual Training Record

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Department: Training / Human Resources

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Employee Information

Employee Name: Dr. Rohan Joshi

Employee ID: 78001

Designation: Scientist – API Synthesis

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	29-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-QA-003	Document and Data Control	Quality Training	04-Dec-2024	QA Manager	1.0	Qualified
SOP-QA-004	Change Control Management	Quality Training	05-Dec-2024	QA Manager	1.0	Qualified
SOP-QA-005	Deviation Management and Reporting	Quality Training	21-Dec-2024	QA Manager	1.0	Qualified
SOP-QA-006	Out of Specification (OOS) Investigations	Quality Training	07-Dec-2024	QA Manager	1.0	Qualified
SOP-QC-001.2	Sampling of Raw Materials	Laboratory Training	12-Dec-2024	QC Manager	1.2	Qualified
SOP-QC-004	General Laboratory Practices and Safety	Laboratory Training	28-Dec-2024	QC Manager	1.0	Qualified
SOP-QC-008	Operation, Calibration, and Maintenance of Analytical Balances	Laboratory Training	14-Dec-2024	QC Manager	1.0	Qualified
SOP-QC-009	Handling of Laboratory Reagents and Reference Standards	Laboratory Training	20-Dec-2024	QC Manager	1.0	Qualified
SOP-QC-011	Analytical Method for Assay and Impurities of Aspirin Tablets	Laboratory Training	28-Dec-2024	QC Manager	1.0	Qualified
SOP-WH-001.2	Receipt of Raw Materials and Packaging Components	Warehouse Training	29-Dec-2024	Warehouse Manager	1.2	Qualified
SOP-WH-003	Storage and Handling of Approved Materials	Warehouse Training	16-Dec-2024	Warehouse Manager	1.0	Qualified
SOP-HSE-001.2	Handling of Hazardous Materials and Waste Disposal	Safety Training	16-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

Dr. Rohan Joshi has completed 15 training sessions covering essential SOPs and procedures relevant to their role as Scientist – API Synthesis 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