



# PHARMA DEVILS

## PRODUCTION DEPARTMENT

### STANDARD OPERATING PROCEDURE

<b>Department:</b> Production	<b>SOP No.:</b>
<b>Title:</b> SOP for Personal Training	<b>Effective Date:</b>
<b>Supersedes:</b> Nil	<b>Review Date:</b>
<b>Issue Date:</b>	<b>Page No.:</b>

**Purpose:** To lay down operating procedure for personal training

**Scope:** This procedure is applicable to .....

**Responsibility:** Production & Quality Assurance Head

**Type of training:**

1. Training related to the current Good Manufacturing Practices.
2. On job training
3. Operational training for equipment & instruments.
4. Behavioral training
5. Training for correction in order to strengthen weak area of knowledge  
In selected groups.
6. Induction for newly recruited persons.
7. Training for maintaining personal hygiene.

**Procedure:**

**For Staff:**

1. Before arranging the training, select the subject of training.
2. Prepare a training programme as per schedule.
3. The quality assurance department should communicate the Participating departments/ persons.
4. Review the previous training programme to monitor the progress of training.
5. Fill the attendance record at the end of the training.
6. Prepare a training record filling all the details.
7. File the record & preserve it in the QA department.
8. Update the summary sheet by including the details of training in individual training file along with the employee code & department.
9. Evaluate the training program by written or oral exam, questionnaire group discussion & record the observations accordingly.

**For workers:**

10. Apart from the above mentioned points, cover the syllabus in interactive sessions for workers.
11. Cover the topics related in day to day activities.
12. Communicate the workers in vernacular language during interactive sessions.

**For Visitors:**

Visitors or untrained personnel should preferably, not be taken into the production & QC areas. If this is unavoidable they should be given information in advance about personal hygiene &



# PHARMA DEVILS

PRODUCTION DEPARTMENT

## STANDARD OPERATING PROCEDURE

<b>Department:</b> Production	<b>SOP No.:</b>
<b>Title:</b> SOP for Personal Training	<b>Effective Date:</b>
<b>Supersedes:</b> Nil	<b>Review Date:</b>
<b>Issue Date:</b>	<b>Page No.:</b>

the prescribed protective clothing.

**For newly recruited personnel:**

An experienced person should be engaged for introducing the new persons to all concerning departments.