

EMPLOYEE STEP UP CARD ON CHEMICAL USAGE CONTROL AND REAGENT PREPARATION

SOP No. UCL/IBDLAB/CD/Q/09.0
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Trainee: _____

Role: _____

Skill Owner: _____

Qualifier: _____



S/N	Skill	Task	Target Profic.	Self Evaluation		First Evaluation		Final Evaluation	
				Date	Evaluation	Date	Evaluation	Date	Evaluation
1	QA/QC- Chemical Usage Control and Reagent Preparation	Knows the Safety Data Sheet for chemicals being used to prepare reagents	3		1 2 3 4 5		1 2 3 4 5		1 2 3 4 5
		Can track chemical consumption sheet when new chemicals are taken and when last quantity is consumed	3		1 2 3 4 5		1 2 3 4 5		1 2 3 4 5
		Can document reagent preparation in appropriate logbook	3		1 2 3 4 5		1 2 3 4 5		1 2 3 4 5
		Can document reagent in Expiration tracking sheet	3		1 2 3 4 5		1 2 3 4 5		1 2 3 4 5
		Knows the hazard precaution to be taken when preparing reagents	3		1 2 3 4 5		1 2 3 4 5		1 2 3 4 5
		Knows and can explain Laboratory Analyst responsibility	3		1 2 3 4 5		1 2 3 4 5		1 2 3 4 5
		Knows and can explain Chemical Coordinator responsibility	3		1 2 3 4 5		1 2 3 4 5		1 2 3 4 5
		Knows and can explain Laboratory Leader responsibility	3		1 2 3 4 5		1 2 3 4 5		1 2 3 4 5

Signature of Trainee _____

Date of Qualification _____

Signature of Qualifier _____

Date of Qualification _____

SOP OWNER  Adio Sakiru Date: 10/08/22	QA APPROVAL _____ NA	HSE APPROVAL _____ NA	AUTHORISATION  Site QA: Alhmode Olujiade Date: 10/08/22
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