ATTACHMENT 4

EMPLOYEE STEP UP CARD

Trainee: _____

Role: _____

Skill Owner _____

Qualifier: _____
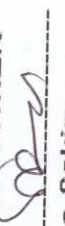
S/N	Skill Block/Skill		Knowledge/Task/Skill	Target Profic.	Self Evaluation Date	Self Evaluation	First Evaluation Date	First Evaluation	Final Evaluation Date	Final Evaluation
1	Retained Sample Management LAB-QA-LAB 04.06	1	Analyst can pick samples for different SKU	3		1 2 3 4 5		1 2 3 4 5		1 2 3 4 5
		2	Analyst can update stock card when sample are taken for re-analysis	3		1 2 3 4 5		1 2 3 4 5		1 2 3 4 5
		3	Analyst ca easily access E-retention stock on the computer	3		1 2 3 4 5		1 2 3 4 5		1 2 3 4 5
		4	Analyst ca enter samples data correctly on E-retention stock card	3		1 2 3 4 5		1 2 3 4 5		1 2 3 4 5
		5	Analyst knows number of product in respective SKU's	3		1 2 3 4 5		1 2 3 4 5		1 2 3 4 5
		6	Analyst can identify right polyouter for different SKU's	3		1 2 3 4 5		1 2 3 4 5		1 2 3 4 5
		7	Analyst can handle and store both finished product and Raw material for respective labs.	3		1 2 3 4 5		1 2 3 4 5		1 2 3 4 5
		8	Analyst knows the expiration date for various SKU's	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	HSE APPROVAL	QA APPROVAL	AUTHORISATION
Adio Sakiry	-----N/A-----	-----N/A-----	SITE QA; Alawode Olujide
Date:			Date: 11/2/2022