



EMPLOYEE STEP UP CARD

UCL CHEMICALS

Trainee: James OgunsakinRole: Process engineerSkill Owner: James OgunsakinQualifier: Abubajirye Segun

S/N	Skill Block	Knowledge/Skill	Target Profic.	Self Evaluation		First Evaluation		Final Evaluation	
				Date	Evaluation	Date	Evaluation	Date	Evaluation
1	FHC PSG QA SOP-PROCESS AUDIT SYSTEM	Has passed the written qualification of the Process Audit SOP	2		1 0 3 4 5		1 0 3 4 5		1 0 3 4 5
		Can explain the purpose of the Process Audit SOP, his responsibility and executes appropriately	2	2023	1 0 3 4 5	2023	1 0 3 4 5	2023	1 0 3 4 5
		Can define and identify the critical and non-critical parameters	3	2023	1 2 0 4 5	2023	1 2 0 4 5	2023	1 2 0 4 5
		Can record appropriate process parameters on the Process audit sheet and Q-Window	3	2023	1 2 0 4 5	2023	1 2 0 4 5	2023	1 2 0 4 5
		Can execute process audit with reference to the time-limit defined	3	2023	1 2 0 4 5	2023	1 2 0 4 5	2023	1 2 0 4 5
		Can explain the levels of review of Process Audit sheets	2	2023	1 0 3 4 5	2023	1 0 3 4 5	2023	1 0 3 4 5
		Can show and execute the OOL handling process with reference to both Q-Parameters and non-critical parameter	3	2023	1 2 0 4 5	2023	1 2 0 4 5	2023	1 2 0 4 5

Signature of Trainee

Date of Qualification

[Signature]
4-10-2023

Signature of Qualifier

Date of Qualification

[Signature]
5/10/2023

SOP OWNER	QA APPROVAL	HS&E APPROVAL	AUTHORIZATION
<u>[Signature]</u> Ogunsakin Adeyemi	<u>[Signature]</u> Alawode Olujide	<u>[Signature]</u> Adebiyi Adedoyin	<u>[Signature]</u> Ogunrinde Adepayo
Date: 08/02/2023	Date: 08/02/2023	Date: 08/02/2023	Date: 08/02/2023