

Trainer: Arch Victor  
 Role: Admin Operator

UGEE CHEMICALS

Shift Owner: Lawrence  
 Qualifier: Lawrence

Page 10 of 10

S/N	Skill Name	Task	Target Profit	Self Evaluation Date	First Evaluation Date	Final Evaluation Date	Final Evaluation Evaluation
1	Tower Line clearance and changeover	Operator can identify all the different formulation in the department by name/SCAS	3	12/04/23	12/04/23	12/04/23	12/04/23
2		Operator can interpret the Process orders on SAP based on time	3	12/04/23	12/04/23	12/04/23	12/04/23
3		Operator can interpret the Process orders on SAP based on quantity	3	12/04/23	12/04/23	12/04/23	12/04/23
6		Operator can clear used copies of the BPRs from the floor and destroy unused copies	3	12/04/23	12/04/23	12/04/23	12/04/23
7		Operator can identify the right original copies of new formulation	3	12/04/23	12/04/23	12/04/23	12/04/23
8		Operator can make copies of the new formulation BPRs	3	12/04/23	12/04/23	12/04/23	12/04/23
11		Operator can change the set points on the ODOs pop up page for new formula	3	12/04/23	12/04/23	12/04/23	12/04/23
12		Operator can transfer the new formula at the right weighing vessel level	3	12/04/23	12/04/23	12/04/23	12/04/23
13		Operators knows where to find the new quality certificates like moisture, CatSO <sub>3</sub> , density for the new formula	3	12/04/23	12/04/23	12/04/23	12/04/23
14		Operators knows where to find the new tower parameters certificates like HPP, RPM, pressures, temperatures for the new formula	3	12/04/23	12/04/23	12/04/23	12/04/23
16		Can perform all necessary line clearance for Brand Change over	3	12/04/23	12/04/23	12/04/23	12/04/23
17		Can put old batch crushing operation on hold while preparing for change over	3	12/04/23	12/04/23	12/04/23	12/04/23
18		Can upload new brand recipe and commence crushing of new brand without cross contamination	3	12/04/23	12/04/23	12/04/23	12/04/23
19		Operator can fill the change-over checklist	3	12/04/23	12/04/23	12/04/23	12/04/23
20		Operator can do fly change over	3	12/04/23	12/04/23	12/04/23	12/04/23
21		Operator can switch to bad bin at change over	3	12/04/23	12/04/23	12/04/23	12/04/23
22		Operator knows when to switch to the good bin after change over	3	12/04/23	12/04/23	12/04/23	12/04/23
23		Operator can sign off and document the change-over checklist accordingly	3	12/04/23	12/04/23	12/04/23	12/04/23

Signature of Trainee

Date of Qualification

Signature of Qualifier

Date of Qualification

SOP OWNER <u>Agbadu Lawrence</u> Date: <u>14/01/2023</u>	QA APPROVAL <u>[Signature]</u> Date: <u>11 Feb 2023</u>	HSE APPROVAL <u>[Signature]</u> Date: <u>11/02/2023</u>	AUTHORISATION <u>[Signature]</u> Date: <u>11/02/2023</u>
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