 UGEE CHEMICALS	UGEE CHEMICALS Quality Assurance General SOP	SOP Standard Operating Procedure	
<b>TRAINING PROTOCOL FOR THE QUALITY CONTROL LABORATORY</b>			
SOP #: UCL/IBDLAB/CD/Q/04.0	Issuance Date:	As at Last Signature	Reference: P&G HHC 98844297, P&G LAB-S-01-BTY, 98844299, UCL/IBDSITE/CD/Q/05.
	Revision Date:	Maximum 2 years from Effective Date	
	Effective Date:	20 working days from the issuance date	Page 1 of 22

## PURPOSE



- To establish uniform training and documentation guidelines to assure that laboratory analysts receive all necessary training and qualification required to release in-process, raw materials and bulk product. The system is to ensure that all personnel receive the training and qualification required to meet the needs of their assignment

## SCOPE

- Applies to all Laboratory practices in Ugee Chemicals Ibadan site.

## RESPONSIBILITY

- **Trainee** is responsible for completing all testing associated with training module and documenting all trainings done.
- **Trainer** is responsible for:
  - Reviews purpose of specific training with trainees
  - Ensures trainee has prerequisite materials or has performed any prerequisite training.
  - Demonstrates any procedure needed for training and Qualification if required.
  - Administers any testing associated with training.
  - Completes documentation when trainee meets success criteria for the training.
- **QA/QC Manager** is responsible for outlining any future needs in the development section of the trainee's Know and Grow Plan. QA/QC Manager will
  - Outlines training with trainee, which includes identifying trainers
  - Ensures that required documentation is complete and filed for all training prior to trainee performing the specific job function.
  - Evaluates if training is necessary for any direct report.
- **Departmental training Spoc.**
  - Responsible for ensuring employees attendance as per the plan for all applicable trainings is followed.
  - Track all trainings done in the department using the Site Training matrix, Skill Matrix or relevant Training tools.
  - Ensures training is properly indexed and completed and Qualification is well documented.

<b>SOP OWNER</b>  Adio Sakiru Date: 26/04/2022	<b>HSE APPROVAL</b> -----N/A-----	<b>QA APPROVAL</b> -----N/A-----	<b>AUTHORISATION</b>  SITE QA: Alawode Olujide Date: 26/04/2022
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## POTENTIAL RISKS

- Not Applicable

## PPE REQUIRED

- Not Applicable

## PROCEDURE

1. All personnel performing laboratory work will receive safety training and Qualification (Laboratory Safety, JSA, EAP, etc) specific to their area. This training and Qualification will be performed by the laboratory safety system owner or anybody designated to do so.
2. After completion of safety training and qualification, new employees will be assigned to qualified trainer to begin training assignment. The Trainer/ Lab. Leader/ Departmental training representative will draw out training plan that must be strictly adhere to and sign off appropriately.
3. Suggested progression for analytical training as follows:  
Laboratory Work Process-- Basic Laboratory Skill -- Finished product -- SON -- Raw materials -- Instrumentation
4. All laboratory notebook entries during training and qualification period will be documented "Training".
5. Any analyst who can provide prior documented background experience may be considered capable of performing a method with no further training (if the last day of performing the test is less than a year).
6. Training and Qualification procedures for Raw Materials and Bulk chemical.
  - 6.1. Physical test training and Qualification (pH, specific gravity, etc.)
    - 6.1.1. Prior to performing a physical test the trainer will review the method with the trainee.
    - 6.1.2. The trainee will then observe the trainer as he/she demonstrates the test method, and proper laboratory notebook documentation.
    - 6.1.3. Both trainer and trainee will perform the test based on the test method.
    - 6.1.4. The individual results for the trainer must meet the criteria Recovery of less than or equal to 2.0% ( $100 \pm 2\%$ ). The % mean comparison results obtained for trainer and trainee must agree with the acceptability criteria --Percentage Recovery of greater than 16 ( $>16$ ). Acceptable criteria are 100 plus or minus 2% unless otherwise specifically stated in the method, or less than 5.0% for other Quantitative chemical test with Relative Standard deviation (RSD) less than 5 ( $<5$ ).
    - 6.1.5. Attachment 3 to 7 (as applicable) will be completed, signed by the qualified trainer and trainee. Completed original attachments will be filed in the trainee's training folder.
  - 6.2. Training for Qualitative testing. [Limits, sensory, visual, etc.]
    - 6.2.1. Odor sensory training guidelines will follow established protocols and will be administered by the Plant Odor Coordinator based on P&G SOP LAB-S-01-BTY.
    - 6.2.2. Visual methods will require training and Qualification on one sample from each brand type. Training and Qualification for other visual methods will be linked through documentation.
    - 6.2.3. Limits test training will require a minimum of two preparations by the trainer and trainee for pass/fail acceptance criteria.



- 6.2.4. Training and Qualification procedures on other Qualitative test methods follow Guidelines and success criteria stated above.
- 6.3. Training and Qualification for Quantitative testing [Active content, Sulphonated matter, etc]
  - 6.3.1 For training and qualification procedures on quantitative test methods, follow guidelines and success criteria stated in 6.1.1 to 6.1.5.
7. Training and Qualification Procedures for Finished Product.
  - 7.1. For physical and quantitative training and qualification on test methods for Finished Product follow guidelines stated in section 6.1.1 to 6.1.5 under training on raw materials and bulk chemical
  - 7.2. For qualitative training on test methods see 6.2.4
- 8 Training and Qualification procedures for In-process material.
  - 8.1. For physical, quantitative and qualitative training on test methods for In-process material, follow guidelines stated in section 6.1.1 to 6.1.5 and 6.2.1 to 6.2.4 under training on raw materials and bulk chemicals.
- 9 Training and Qualification for basic grouping of methods and or materials
  - 9.1 If the same method or methods with the same basic procedure are applied to either raw materials, finished product or in-process materials, training may be performed on a single representative material to demonstrate proficiency in all related methods or materials
  - 9.2 A technical rationale may be written to support linking together training "basic groupings" of methods.
  - 9.3 Documentation of training must be completed to link all test methods /materials being considered under "basic groupings"
- 10 Analytical Method (AM). Training and Qualification will be done as stated by the Analytical Method. The Training and Qualification will include Variables and Attributes check (product/packaging attributes). Personnel must successfully pass the AM before he/she can carry out analysis on the said AM method, else will work under supervision.
- 11 Sample of know values should be used as trainer's reference during training and Qualification of new hires.
- 12 Criteria of a Trainer

One can become a trainer based on any of the following Criteria.

  - Job Task: The Trainer must have been trained and Qualified on the task.
  - Experience: The Trainer must have been performing that Job task for a minimum period of one year
- 13 Re-qualification
  - 13.1 Show me re-qualification will be carried out every six month in line with the Test Method on Critical Parameters as regards attributes and Variables. The Trainer will watch the trainee performing the analysis and calibrated the trainee against what was stated in the Test Method. See attachment 7 for show me Re-qualification format.
  - 13.2 PR Qualification: In case an Analyst is outside of PR range. Investigation will be initiated by the lab. Leader alongside the Analyst involved.
  - 13.3 Sensory test (Odor Test): Panelist will do continuous qualification using Batting average as explained in P&G SOP LAB-S-01-BTY and to be coordinated by Plant Odor Coordinator
14. On-Boarding Training and Qualification

On-boarding comprises of Trainings and Qualification that will be covered within the first six month of joining the Organization. Site training SOP: **UCL/IBDSITE/CD/Q/05** will be followed for Onboarding process

## REASON FOR UPDATE

Version 0: New SOP

End of Procedure

## SOP RELATED ATTACHMENTS

- Attachment 1 – Qualification
- Attachment 2 – Model Answer
- Attachment 3 – Basic Lab. skill qualification format
- Attachment 4- Chemical Laboratory Qualification Format
- Attachment 5– Attribute Qualification Format
- Attachment 6- Qualification Method transfer format
- Attachment 7- Quantitative Raw material Qualification Format
- Attachment 8- FP Analytical Step-up card
- Attachment 9- RM Analytical Step-up card
- Attachment 10- Lab. Work process Standard (Basic) Step-up card
- Attachment 11- Lab. work process Standard (Advance) Step-up card
- Attachment 12- SON analysis Qualification Step-up card
- Attachment 13- Odor Panel Batting Average checklist
- Attachment 14- Show me qualification format
- Attachment 15- Operation, Calibration & Maintenance of Gallery Step-up card