



UGEE CHEMICALS

## EMPLOYEE STEP UP CARD

Skill Owner \_\_\_\_\_

Trainee: \_\_\_\_\_

Qualifier: \_\_\_\_\_

Role: \_\_\_\_\_

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 2 3 4 5		1 2 3 4 5		1 2 3 4 5
		Can explain the purpose of the Process Audit SOP, his responsibility and executes appropriately	2		1 2 3 4 5		1 2 3 4 5		1 2 3 4 5
		Can define and identify the critical and non-critical parameters	3		1 2 3 4 5		1 2 3 4 5		1 2 3 4 5
		Can record appropriate process parameters on the Process audit sheet and Q-Window	3		1 2 3 4 5		1 2 3 4 5		1 2 3 4 5
		Can execute process audit with reference to the time-limit defined	3		1 2 3 4 5		1 2 3 4 5		1 2 3 4 5
		Can explain the levels of review of Process Audit sheets	2		1 2 3 4 5		1 2 3 4 5		1 2 3 4 5
		Can show and execute the OOL handling process with reference to both Q-Parameters and non-critical parameter.	3		1 2 3 4 5		1 2 3 4 5		1 2 3 4 5

Signature of Trainee \_\_\_\_\_

Signature of Qualifier \_\_\_\_\_

Date of Qualification \_\_\_\_\_

Date of Qualification \_\_\_\_\_

<b>SOP OWNER</b>  <b>Ogunsaikin Adeyemi</b> Date: 08/02/2023	<b>QA APPROVAL</b>  <b>Alawode Olujide</b> Date: 08/02/2023	<b>HS&amp;E APPROVAL</b>  <b>Adebisi Adebayo</b> Date: 08/02/2023	<b>AUTHORIZATION</b>  <b>Ogunrinde Adebayo</b> Date: 08/02/2023
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