



EMPLOYEE STEP UP CARD

UNIT CHIEF

Trainee: Adeayo Praise

Role: Multilane Operator

Skill Owner: Ogunsakin Adeyemi

Qualifier: Ogunsakin Adeyemi

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		02/3/4/5		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		02/3/4/5		1/0/3/4/5		1/0/3/4/5
		Can define and identify the critical and non-critical parameters	3		1/0/3/4/5	3	1/2/0/4/5	3	1/2/0/4/5
		Can record appropriate process parameters on the Process audit sheet and Q-Window	3		1/0/3/4/5	2	1/2/0/4/5	2	1/2/0/4/5
		Can execute process audit with reference to the time-limit defined	3		1/0/3/4/5	1	1/2/0/4/5	1	1/2/0/4/5
		Can explain the levels of review of Process Audit sheets	2		1/0/3/4/5	1	1/0/3/4/5	1	1/0/3/4/5
		Can show and execute the OOL handling process with reference to both Q-Parameters and non-critical parameter.	3		1/0/3/4/5	5	1/2/0/4/5	6	1/0/3/4/5

Signature of Trainee

Praise

Date of Qualification

6/11/2023

Signature of Qualifier

[Signature]

Date of Qualification

6/11/2023

SOP OWNER <u>[Signature]</u> Okunsakin Adeyemi Date: <u>08/02/2023</u>	QA APPROVAL <u>[Signature]</u> Alawode Julius Date: <u>08/02/2023</u>	HS&E APPROVAL <u>[Signature]</u> Adebisi Adedoyin Date: <u>08/02/2023</u>	AUTHORIZATION <u>[Signature]</u> Okunsakin Adeayo Date: <u>08/02/2023</u>
---	--	--	--