



## EMPLOYEE STEP UP CARD

UGET CHEMICALS

Trainee:

Adesanya Adeyemi

Role:

Shift Dr Lead

Skill Owner:

Ogunsalin Adeyemi

Qualifier:

Ogunsalin 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		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	10/11/2023	1 2 3 4 5	10/11/2023	1 2 3 4 5	10/11/2023	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

Date of Qualification

Signature: [Signature]  
Date: 10/11/2023

Signature of Qualifier

Date of Qualification

Signature: [Signature]  
Date: 10/11/2023

<b>SOP OWNER</b> [Signature] Ogunsalin Adeyemi Date: 08/02/2023	<b>QA APPROVAL</b> [Signature] Alawode Oluise Date: 08/02/2023	<b>HSSE APPROVAL</b> [Signature] Adebisi Adegoyin Date: 08/02/2023	<b>AUTHORIZATION</b> [Signature] Ogunlinda Adeyemi Date: 08/02/2023
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