

EMPLOYEE STEP UP CARD

Trainee: _____

Skill Owner: _____

Role: _____

Qualifier: _____



S/N Skill Block/Skill		Knowledge/Task/Skill	Target		Self Evaluation		First Evaluation		Final Evaluation	
			Profic.	Date	Evaluation	Date	Evaluation	Date	Evaluation	
1	SAT-LAB SOP	1 Analyst can Record result correctly on quality Window	3		1 2 3 4 5		1 2 3 4 5		1 2 3 4 5	
		2 Analyst can prepare and standardise reagents in the laboratory	3		1 2 3 4 5		1 2 3 4 5		1 2 3 4 5	
		3 Analyst can update and Process BPR	3		1 2 3 4 5		1 2 3 4 5		1 2 3 4 5	
		4 Analyst can Execute Line clearance and change over Successfully	3		1 2 3 4 5		1 2 3 4 5		1 2 3 4 5	
		5 Analyst knows how to download and check recipe on the scader	3		1 2 3 4 5		1 2 3 4 5		1 2 3 4 5	
		6 Analyst can identify how to take CMM, Moisture and Density sample	3		1 2 3 4 5		1 2 3 4 5		1 2 3 4 5	
		7 Analyst knows how to identify and analyse OOS result	3		1 2 3 4 5		1 2 3 4 5		1 2 3 4 5	
		8 Analyst can Perform FP Analysis Successfully	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 _____

SOP OWNER  Adio Sakiru Date: 16/08/2022	HSE APPROVAL ----- N/A	QA APPROVAL ----- N/A	AUTHORISATION  SITE QA: Alayode Olujide Date: 16/08/2022
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