



UGEE CHEMICALS

STEP UP CARD FOR PACK MATERIAL HANDLING, SAMPLING AND POSITIVE RELEASE SOP & QUALITY ASSURANCE - ECOA

Trainee: _____

Role: _____

Skill Owner: _____

Qualifier: _____



S/N	Skill Block/Skill		Knowledge/Task/Skill	Target	Self Evaluation		First Evaluation		Final Evaluation	
				Profic.	Date	Evaluation	Date	Evaluation	Date	Evaluation
1	QA/QC-PACKING MATERIAL HANDLING, SAMPLING AND POSITIVE RELEASE	1	Trainee can release pack material on SAP QM	3		1 2 3 4 5		1 2 3 4 5		1 2 3 4 5
		2	Trainee know the requirements of new material release	3		1 2 3 4 5		1 2 3 4 5		1 2 3 4 5
		3	Trainee can use check material specifications and artwork on CSS/PLM	3		1 2 3 4 5		1 2 3 4 5		1 2 3 4 5
		4	Trainee can use the ECOa portal	3		1 2 3 4 5		1 2 3 4 5		1 2 3 4 5
		5	Trainee understands what to check on manual COA	3		1 2 3 4 5		1 2 3 4 5		1 2 3 4 5
		6	Trainee can explain step by step material release process.	3		1 2 3 4 5		1 2 3 4 5		1 2 3 4 5

Signature of Trainee _____

Date of Qualification _____

Signature of Qualifier _____

Date of Qualification _____

SOP OWNER  Adio Sakiru Date: 28/04/2022	HSE APPROVAL -----N/A-----	QA APPROVAL -----N/A-----	AUTHORISATION  SITE QA: Alawode Olujiade Date: 02/03/2022
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