

EMPLOYEE STEP UP CARD

Trainee:

Dosome Olufemi mairai

Role:

Quality Assurance (Lab Analyst)Skill Owner: Adio SakiruQualifier: Adio Sakiru

S/M Skill Block/Skill	Knowledge/Task/Skill	Target	Self Evaluation	First Evaluation	Final Evaluation
		Profic.	Date	Evaluation	Date
1 Retained Sample Management LAB-QA LAB 04.06	1 Analyst can pick samples for different SKU	3	12/04/5	12/04/5	12/04/5
	2 Analyst can update stock card when sample are taken for re analysis	3	02/04/5	02/04/5	12/04/5
	3 Analyst can easily access E-mention stock on the computer	3	02/04/5	02/04/5	12/04/5
	4 Analyst can enter samples data correctly on E-mention stock card	3	02/04/5	02/04/5	12/04/5
	5 Analyst knows number of product in respective SKU's	3	02/04/5	02/04/5	12/04/5
	6 Analyst can identify right petesizer for different SKU's	3	12/04/5	12/04/5	12/04/5
	7 Analyst can handle and store both finished product and Raw material for respective task	3	12/04/5	12/04/5	12/04/5
	8 Analyst knows the expiration date for various SKU's	3	03/04/5	03/04/5	12/04/5

Signature of Trainee

Date of Qualification

21/11/2023

Signature of Qualifier

Date of Qualification

11/03/23

SOP OWNER <u>Adio Sakiru</u> Date: <u>11/11/2023</u>	HSE APPROVAL N/A	QA APPROVAL N/A	AUTHORISATION <u>Adio Sakiru</u> SITE QA: <u>Alawode Olufide</u> Date: <u>11/12/2023</u>
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