

EMPLOYEE STEP UP CARD

Trainee: _____

Skill Owner: _____

Role: _____

Qualifier: _____



S/N	Skill Block/Skill	Knowledge/Task/Skill	Target Profic.	Self Evaluation		First Evaluation		Final Evaluation	
				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	HSE APPROVAL	QA APPROVAL	AUTHORISATION
 Adio Sakiru Date: 10/08/2022	-----N/A-----	-----N/A-----	 SITE QA: Alawode Olujide Date: 10/08/2022