



UGEE CHEMICALS

ATTACHMENT 4

SOP No. UCL/BDPSG/CD/Q/05.1
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RAW AND PACK MATERIAL RECEIPT, REJECT, RETURN AND FINISHED PRODUCT EVACUATION STEP UP CARD

Trainee: _____

Skill Owner: _____

Role: _____

Qualifier: _____

S/N	Skill Block	Knowledge/Skill	Target Profic.	Self Evaluation		First Evaluation		Final Evaluation	
				Date	Evaluation	Date	Evaluation	Date	Evaluation
1	Understanding the raw and pack material, receipt, reject.	Can properly use the PDR checklist to check the GCAS and fill the material receipt checklist.	3		1 2 3 4 5		1 2 3 4 5		1 2 3 4 5
		Can properly conduct line return procedure to prevent quality risk to the production.	3		1 2 3 4 5		1 2 3 4 5		1 2 3 4 5
		Can properly conduct reject processes and procedures.	3		1 2 3 4 5		1 2 3 4 5		1 2 3 4 5
		Understand the evacuation processes to the warehouse.	3		1 2 3 4 5		1 2 3 4 5		1 2 3 4 5
		Understand the requirement for stopping the machines due to safety and GMP compliance to prevent quality risk for staged finish product.	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  J. Ndegonekwu Date: 02/11/22	QA APPROVAL  Jide Alawode Date: 02/11/22	HS&E APPROVAL  Adebisi Adegoyin Date: 02/11/22	AUTHORISATION  Adebayo Ogunrinde Date: 02/11/22
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