

EMPLOYEE STEP UP CARD

Trainee:

Ndukwu Gwabui

Role:

Team LeaderSkill Owner: Adio SakinQualifier: Adio Sakin

S/N Skill Block/Skill		Knowledge/Task/Skill				Self Evaluation				Final Evaluation			
		Target	Date	Evaluation	Date	Evaluation	Date	Evaluation	Date	Evaluation	Date	Evaluation	Date
1	SAT LAB SOP	1	Analyst can Record result correctly on quality Window	3	10/3/4/5	32	10/3/4/5	32	10/3/4/5	32	10/3/4/5	32	10/3/4/5
		2	Analyst can prepare and standardise reagents in the laboratory	3	10/3/4/5	32	10/3/4/5	32	10/3/4/5	32	10/3/4/5	32	10/3/4/5
		3	Analyst can update and Process DPM	3	10/3/4/5	32	10/3/4/5	32	10/3/4/5	32	10/3/4/5	32	10/3/4/5
		4	Analyst can Execute Line clearance and change over Successfully	3	10/3/4/5	32	10/3/4/5	32	10/3/4/5	32	10/3/4/5	32	10/3/4/5
		5	Analyst knows how to download and check recipe on the Reader	3	10/3/4/5	32	10/3/4/5	32	10/3/4/5	32	10/3/4/5	32	10/3/4/5
		6	Analyst can identify how to take CMA, Moisture and Density sample	3	10/3/4/5	32	10/3/4/5	32	10/3/4/5	32	10/3/4/5	32	10/3/4/5
		7	Analyst knows how to identify and analyse OOS result	3	10/3/4/5	32	10/3/4/5	32	10/3/4/5	32	10/3/4/5	32	10/3/4/5
		8	Analyst can Perform FP Analysis Successfully	3	10/3/4/5	32	10/3/4/5	32	10/3/4/5	32	10/3/4/5	32	10/3/4/5

Signature of Trainee

Date of Qualification

Signature of Qualifier

Date of Qualification

SOP OWNER <u>Adio Sakin</u> Date: <u>10/08/2022</u>	HSE APPROVAL <u>N/A</u>	QA APPROVAL <u>N/A</u>	AUTHORISATION <u>Adio Sakin</u> SITE QA: Alayode Olujide Date: <u>10/08/2022</u>
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