



Trainee:

Role:

UGEE CHEMICALS

EMPLOYEE STEP UP CARD FOR LINE CLEARANCE & CHANGE OVER

Skill Owner _____

Qualifier: _____

S/N	Skill Block/Skill	Knowledge/Task/Skill	Target Profic.	Self Evaluation		First Evaluation		Final Evaluation	
				Date	Evaluation	Date	Evaluation	Date	Evaluation
1	FHC PSG QA - LINE CLEARANCE AND CHANGE OVER SOP	Has pass the writing qualification of the line clearance and change over sop	3		1 2 3 4 5		1 2 3 4 5		1 2 3 4 5
2		Can explain the purpose of the line clearance and change over sop, his responsibility and execute appropriately	3		1 2 3 4 5		1 2 3 4 5		1 2 3 4 5
3		Can demonstrate the changing of pin holes according to the plan SKU	3		1 2 3 4 5		1 2 3 4 5		1 2 3 4 5
4		Can define and explain 3M quality related losses- Mispick, Miscode, Mislabel	3		1 2 3 4 5		1 2 3 4 5		1 2 3 4 5
5		Can explain the line clearance procedure and record appropriately the line clearance and change checklist	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	QA APPROVAL	HS&E APPROVAL	AUTHORISATION
Bankole Peter	Alawode Olujide	Adebiyi Adedoyin	Ogunrinde Adebayo
Date: 11-2-2022	Date: 11-2-2022	Date: 11th Feb, 2022	Date: 15th Feb, 2022