

EMPLOYEE STEP UP CARD ON CHEMICAL USAGE CONTROL AND REAGENT PREPARATION

Trainee: Dosun Ogunniyi
 Role: Quality Assurance Lab Analyst

Skill Owner: Sakun Adia
 Qualifier: Sakun Adia

S/N	Skill	Task	Target Projec.	Self Evaluation		First Evaluation		Final Evaluation	
				Date	Evaluation	Date	Evaluation	Date	Evaluation
1	QA/QC- Chemical Usage Control and Reagent Preparation	Knows the Safety Data Sheet for chemicals being used to prepare reagents	3		12/3/45		12/3/45		12/0/45
		Can track chemical consumption sheet when new chemicals are taken and when last quantity is consumed	3		12/3/45		12/0/45		12/0/45
		Can document reagent preparation in appropriate logbook	3		12/0/45		12/0/45		12/0/45
		Can document reagent in Expiration tracking sheet	3	12/1/23	12/0/45	12/1/23	12/0/45	12/1/23	12/0/45
		Knows the hazard precaution to be taken when preparing reagents	3		12/0/45		12/0/45		12/0/45
		Knows and can explain Laboratory Analyst responsibility	3		12/3/45		12/3/45		12/0/45
		Knows and can explain Chemical Coordinator responsibility	3		12/3/45		12/3/45		12/0/45
		Knows and can explain Laboratory Leader responsibility	3		12/3/45		12/3/45		12/0/45

Signature of Trainee

Date of Qualification

2/11/2023

Signature of Qualifier

Date of Qualification

10/02/27

SOP OWNER <u>Adio Sakiru</u> Date: <u>10/02/2023</u>	QA APPROVAL <u>NA</u>	HSE APPROVAL <u>NA</u>	AUTHORIZATION <u>Adio Sakiru</u> Site QA: <u>Adio Sakiru</u> Date: <u>10/02/2023</u>
--	--------------------------	---------------------------	---