1.0 Purpose

1.1 To ensure a schedule for the review of Giles Chemical controlled documents.

2.0 Scope

2.1 The review schedule pertains to quality documents within the Electronic Document System (EDS) on the Giles Chemical intranet.

3.0 Responsibility

3.1 The cGMP Coordinator is responsible for ensuring that all activities involved in the review of documents is carried out in accordance with this procedure.

3.2 All areas and departments are responsible for implementing this procedure.

4.0 Safety Considerations

4.1 Special safety precautions are not required. Safety is a condition of employment. Employees are not authorized to work in an unsafe manner and are prohibited from harming the environment of the facility or the community.

5.0 Materials/Equipment

5.1 N/A

6.0 Procedure

6.1 Giles Chemical controlled documents must be reviewed on a regular basis. The review cycle is three years for policies, procedures and forms. Procedures are likely to be reviewed more frequently.

6.2 The three year date will be from the original date of the document, or the latest effective date.

6.3 A list of procedures requiring review will be given to the affected department by the cGMP Coordinator with adequate time for revision and the approval process. Departments will be given a list of documents up for three year review at least three months in advance for adequate review time.

6.4 The review will ensure documents are relevant to current practices and in compliance with the existing Quality System.

6.5 *Document Approval Form* Q12-FM-100-001 must be submitted with the review even if there are no changes to the document.

7.0 Reference Documents

8.1 *Document Approval Form* Q12-FM-100-001

8.0 Amendment Record

Revision Number	Revision Date	Revision Author	Revision Description
2	12/27/12	KC	Original procedure completely revised to reflect ICH recommendations.