

GILES CHEMICAL CORPORATION		
COMPANY PROCEDURE		
Standard Operating Procedure	Page : 1 of 3	Revision : Date : 12/12/05
Carl Mooney	Title: Printed Procedures Shelf Life	

QA -07

Safety:

Special safety precautions are not required. Follow area safety procedures.

Purpose:

Control of procedures printed from the documentation system.

Procedure:

1. Procedures and work instructions printed from the documentation system are valid for 24 hrs. from the date they were printed.
2. After the 24 hr. period the document shall be destroy and an updated copy obtained from the system (This is so that you will have the most current version available).
3. Forms are not included in the 24 hr. guideline.

GILES CHEMICAL CORPORATION		
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Standard Operating Procedure	Page : 2 of 3	Revision : Date : 12/12/05
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QA -07

REVISION HISTORY

<u>Revision Date</u>	<u>Revision Number</u>	<u>Revision Description</u>
12/12/05	0	New Document

GILES CHEMICAL CORPORATION		
COMPANY PROCEDURE		
Standard Operating Procedure	Page : 3 of 3	Revision : Date : 12/12/05
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QA -07

TRAINING DOCUMENTATION

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