

**GILES CHEMICAL ~ PREMIER MAGNESIA****Company Form**Title: **Training Log – New Hire**Number: **Q13-FM-100-005**Owner: **Rick Hall**Revision: **05**Effective Date: **07/01/17**Page: **1 of 1**

*The following training must be completed within the first week of employment.*

Employee: \_\_\_\_\_ Position: \_\_\_\_\_ Area: \_\_\_\_\_ Hire Date: \_\_\_\_\_

Section	Description	Initials	Date
Quality	<ul style="list-style-type: none"><li>Quality Manual - #Q12-PR-100-001</li><li>Current Good Manufacturing Practices:<ul style="list-style-type: none"><li>English - #Q12-PL-100-003</li><li>Spanish - #Q12-PL-100-004</li></ul></li><li>Introduction to GMP - handout</li><li>Safety &amp; Housekeeping - Audit Form - Manufacturing - #Q13-FM-100-004</li><li>Safety &amp; Housekeeping - Audit Form - Repackaging - #R12-FM-100-005</li><li>Quarantine of Product - #Q12-PR-100-012</li><li>Nonconforming Material - #Q12-PR-100-017</li><li>Deviation Reporting - #Q13-PR-100-024</li><li>Safe Feed/Safe Food-Policy - #Q13-PL-100-005</li></ul>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
Safety	<ul style="list-style-type: none"><li>Safety First Handbook - #S12-PR-200-001</li><li>Safety Shoes/Glasses-Policy - #S12-PL-200-002</li><li>Reporting Accidents/Injuries - Procedure - #S12-PR-200-002</li><li>Blood Borne Pathogens (BBP) Spill Response Procedure # S12-PR-200-006</li><li>Do Not Reach, Do Not Touch - Procedure - #S12-PR-200-007</li><li>Overhead Work-Safety - Procedure - #S12-PR-200-010</li><li>Chemical Labeling Policy- #S15-PL-200-004</li><li>On-Site Visitor-Procedure - #S12-PR-200-005</li><li>Visitor Log / Safety Rules-Form - #S12-PR-200-F005</li><li>GHS/Hazard Communication - Power Point</li><li>Manufacturing Evacuation Procedure -#S12-PR-200-003</li><li>Repackaging Evacuation Procedure -#S12-PR-200-067</li><li>Hazard Hero Form</li></ul>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
To Be Collected	<ul style="list-style-type: none"><li>Employee Signature Policy - #Q12-PL-100-002</li><li>Safety &amp; Housekeeping Policy:<ul style="list-style-type: none"><li>Manufacturing - #P12-PL-100-001</li><li>Repackaging - #R12-PL-100-001</li></ul></li><li>Voices At Our House - #Q13-PL-100-006</li><li>Environmental Policy - #Q13-PL-100-007</li><li>Voluntary Respiratory Protection for Filtering Facepieces (Only) Appendix D #S14-PG-200-006</li><li>cGMP - "Do It Right The First Time Every Time" - Quiz</li><li>Safety Orientation Video "Don't be a Zombie" – Quiz</li><li>GHS/Hazard Communication – Quiz</li></ul>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
Miscellaneous	<ul style="list-style-type: none"><li>Inventory Removal - #S12-PR-200-F014</li><li>Plant Diagrams - Handout</li></ul>	<hr/> <hr/>	<hr/> <hr/>

Quality / Safety Associate: \_\_\_\_\_ Date: \_\_\_\_\_

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