



# GILES CHEMICAL ~ PREMIER MAGNESIA

## Company Form

Title: **USP Calibration and Maintenance Tasks Calendar**

Number: **L14-FM-100-017**

Owner: **John Safi**

Revision: **0**

Effective Date: **7/21/14**

Page: **1 of 6**



| ◀ Jun 2014 |   | ~ July 2014 ~   |  |  |   |           | Aug 2014 ▶ |
|------------|---|---|--|--|---|-----------|------------|
| Sunday     | Monday  | Tuesday   | Wednesday  | Thursday   | Friday  | Saturday  |            |
|            |   | <b>1</b> <u>Int.</u><br>Analytical Balance _____<br>pH Meter _____<br>ICP Instrument _____<br>Analytical Balance _____<br>Uncertainty Measurement _____ | <b>2</b> <u>Int.</u><br>Analytical Balance _____<br>pH Meter _____<br>ICP Instrument _____<br>Eppendorf Pipettes _____<br>Bottle-Top Burrete _____ | <b>3</b> <u>Int.</u><br>Analytical Balance _____<br>pH Meter _____<br>ICP Instrument _____<br>UV-Vis Spectrophotometer _____<br>Filter Pad _____ | <b>4</b> <u>Int.</u><br>Analytical Balance _____<br>pH Meter _____<br>ICP Instrument _____  | <b>5</b>  |            |
| <b>6</b>   | <b>7</b> <u>Int.</u><br>Analytical Balance _____<br>pH Meter _____<br>ICP Instrument _____  | <b>8</b> <u>Int.</u><br>Analytical Balance _____<br>pH Meter _____<br>ICP Instrument _____  | <b>9</b> <u>Int.</u><br>Analytical Balance _____<br>pH Meter _____<br>ICP Instrument _____   | <b>10</b> <u>Int.</u><br>Analytical Balance _____<br>pH Meter _____<br>ICP Instrument _____  | <b>11</b> <u>Int.</u><br>Analytical Balance _____<br>pH Meter _____<br>ICP Instrument _____   | <b>12</b> |            |
| <b>13</b>  | <b>14</b> <u>Int.</u><br>Analytical Balance _____<br>pH Meter _____<br>ICP Instrument _____ | <b>15</b> <u>Int.</u><br>Analytical Balance _____<br>pH Meter _____<br>ICP Instrument _____   | <b>16</b> <u>Int.</u><br>Analytical Balance _____<br>pH Meter _____<br>ICP Instrument _____  | <b>17</b> <u>Int.</u><br>Analytical Balance _____<br>pH Meter _____<br>ICP Instrument _____  | <b>18</b> <u>Int.</u><br>Analytical Balance _____<br>pH Meter _____<br>ICP Instrument _____<br>Burette Calibration _____<br>Weight Set #1 _____ | <b>19</b> |            |
| <b>20</b>  | <b>21</b> <u>Int.</u><br>Analytical Balance _____<br>pH Meter _____<br>ICP Instrument _____ | <b>22</b> <u>Int.</u><br>Analytical Balance _____<br>pH Meter _____<br>ICP Instrument _____   | <b>23</b> <u>Int.</u><br>Analytical Balance _____<br>pH Meter _____<br>ICP Instrument _____  | <b>24</b> <u>Int.</u><br>Analytical Balance _____<br>pH Meter _____<br>ICP Instrument _____  | <b>25</b> <u>Int.</u><br>Analytical Balance _____<br>pH Meter _____<br>ICP Instrument _____   | <b>26</b> |            |
| <b>27</b>  | <b>28</b> <u>Int.</u><br>Analytical Balance _____<br>pH Meter _____<br>ICP Instrument _____ | <b>29</b> <u>Int.</u><br>Analytical Balance _____<br>pH Meter _____<br>ICP Instrument _____   | <b>30</b> <u>Int.</u><br>Analytical Balance _____<br>pH Meter _____<br>ICP Instrument _____  | <b>31</b> <u>Int.</u><br>Analytical Balance _____<br>pH Meter _____<br>ICP Instrument _____<br>USP Standards and Reagents Check _____            | Notes:  |           |            |

### Controlled Document

Only those quality documents viewed through the Giles Chemical electronic Documentation System are officially controlled. All other copies, whether viewed through another computer program or a printed version, are not controlled and, therefore, the Quality Unit at Giles assumes no responsibility for accuracy of the document.



# GILES CHEMICAL ~ PREMIER MAGNESIA

## Company Form

Title: **USP Calibration and Maintenance Tasks Calendar**

Number: **L14-FM-100-017**

Owner: **John Safi**

Revision: **0**

Effective Date: **7/21/14**

Page: **2 of 6**



| ~ August 2014 ~ |   |   |   |   |   |           | ◀ Jul 2014 | Sep 2014 ▶ |
|-----------------|---|---|---|---|---|-----------|------------|------------|
| Sunday          | Monday  | Tuesday   | Wednesday   | Thursday  | Friday  | Saturday  |            |            |
|                 |   |   |   |   | <b>1</b> <u>Int.</u><br>Analytical Balance _____<br>pH Meter _____<br>ICP Instrument _____<br>Analytical Balance _____<br>Uncertainty Measurement _____ | <b>2</b>  |            |            |
| <b>3</b>        | <b>4</b> <u>Int.</u><br>Analytical Balance _____<br>pH Meter _____<br>ICP Instrument _____  | <b>5</b> <u>Int.</u><br>Analytical Balance _____<br>pH Meter _____<br>ICP Instrument _____  | <b>6</b> <u>Int.</u><br>Analytical Balance _____<br>pH Meter _____<br>ICP Instrument _____  | <b>7</b> <u>Int.</u><br>Analytical Balance _____<br>pH Meter _____<br>ICP Instrument _____  | <b>8</b> <u>Int.</u><br>Analytical Balance _____<br>pH Meter _____<br>ICP Instrument _____<br>Oven and Furnace _____<br>Onsite Calibration _____        | <b>9</b>  |            |            |
| <b>10</b>       | <b>11</b> <u>Int.</u><br>Analytical Balance _____<br>pH Meter _____<br>ICP Instrument _____ | <b>12</b> <u>Int.</u><br>Analytical Balance _____<br>pH Meter _____<br>ICP Instrument _____ | <b>13</b> <u>Int.</u><br>Analytical Balance _____<br>pH Meter _____<br>ICP Instrument _____ | <b>14</b> <u>Int.</u><br>Analytical Balance _____<br>pH Meter _____<br>ICP Instrument _____ | <b>15</b> <u>Int.</u><br>Analytical Balance _____<br>pH Meter _____<br>ICP Instrument _____   | <b>16</b> |            |            |
| <b>17</b>       | <b>18</b> <u>Int.</u><br>Analytical Balance _____<br>pH Meter _____<br>ICP Instrument _____ | <b>19</b> <u>Int.</u><br>Analytical Balance _____<br>pH Meter _____<br>ICP Instrument _____ | <b>20</b> <u>Int.</u><br>Analytical Balance _____<br>pH Meter _____<br>ICP Instrument _____ | <b>21</b> <u>Int.</u><br>Analytical Balance _____<br>pH Meter _____<br>ICP Instrument _____ | <b>22</b> <u>Int.</u><br>Analytical Balance _____<br>pH Meter _____<br>ICP Instrument _____   | <b>23</b> |            |            |
| <b>24</b>       | <b>25</b> <u>Int.</u><br>Analytical Balance _____<br>pH Meter _____<br>ICP Instrument _____ | <b>26</b> <u>Int.</u><br>Analytical Balance _____<br>pH Meter _____<br>ICP Instrument _____ | <b>27</b> <u>Int.</u><br>Analytical Balance _____<br>pH Meter _____<br>ICP Instrument _____ | <b>28</b> <u>Int.</u><br>Analytical Balance _____<br>pH Meter _____<br>ICP Instrument _____ | <b>29</b> <u>Int.</u><br>Analytical Balance _____<br>pH Meter _____<br>ICP Instrument _____<br>USP Standards and Reagents Check _____                   | <b>30</b> |            |            |
| <b>31</b>       | Notes:  |   |   |   |   |           |            |            |

### Controlled Document

Only those quality documents viewed through the Giles Chemical electronic Documentation System are officially controlled. All other copies, whether viewed through another computer program or a printed version, are not controlled and, therefore, the Quality Unit at Giles assumes no responsibility for accuracy of the document.



# GILES CHEMICAL ~ PREMIER MAGNESIA

## Company Form

Title: **USP Calibration and Maintenance Tasks Calendar**

Number: **L14-FM-100-017**

Owner: **John Safi**

Revision: **0**

Effective Date: **7/21/14**

Page: **3 of 6**



| ~ September 2014 ~ |   |   |   |   |   |            |
|--------------------|---|---|---|---|---|------------|
| ◀ Aug 2014         |   |   |   |   |   | Oct 2014 ▶ |
| Sunday             | Monday  | Tuesday   | Wednesday   | Thursday  | Friday  | Saturday   |
|                    | <b>1</b> <u>Int.</u><br>Analytical Balance _____<br>pH Meter _____<br>ICP Instrument _____<br>Analytical Balance _____<br>Uncertainty Measurement _____ | <b>2</b> <u>Int.</u><br>Analytical Balance _____<br>pH Meter _____<br>ICP Instrument _____  | <b>3</b> <u>Int.</u><br>Analytical Balance _____<br>pH Meter _____<br>ICP Instrument _____  | <b>4</b> <u>Int.</u><br>Analytical Balance _____<br>pH Meter _____<br>ICP Instrument _____  | <b>5</b> <u>Int.</u><br>Analytical Balance _____<br>pH Meter _____<br>ICP Instrument _____  | <b>6</b>   |
| <b>7</b>           | <b>8</b> <u>Int.</u><br>Analytical Balance _____<br>pH Meter _____<br>ICP Instrument _____  | <b>9</b> <u>Int.</u><br>Analytical Balance _____<br>pH Meter _____<br>ICP Instrument _____  | <b>10</b> <u>Int.</u><br>Analytical Balance _____<br>pH Meter _____<br>ICP Instrument _____ | <b>11</b> <u>Int.</u><br>Analytical Balance _____<br>pH Meter _____<br>ICP Instrument _____ | <b>12</b> <u>Int.</u><br>Analytical Balance _____<br>pH Meter _____<br>ICP Instrument _____ | <b>13</b>  |
| <b>14</b>          | <b>15</b> <u>Int.</u><br>Analytical Balance _____<br>pH Meter _____<br>ICP Instrument _____   | <b>16</b> <u>Int.</u><br>Analytical Balance _____<br>pH Meter _____<br>ICP Instrument _____   | <b>17</b> <u>Int.</u><br>Analytical Balance _____<br>pH Meter _____<br>ICP Instrument _____ | <b>18</b> <u>Int.</u><br>Analytical Balance _____<br>pH Meter _____<br>ICP Instrument _____ | <b>19</b> <u>Int.</u><br>Analytical Balance _____<br>pH Meter _____<br>ICP Instrument _____ | <b>20</b>  |
| <b>21</b>          | <b>22</b> <u>Int.</u><br>Analytical Balance _____<br>pH Meter _____<br>ICP Instrument _____   | <b>23</b> <u>Int.</u><br>Analytical Balance _____<br>pH Meter _____<br>ICP Instrument _____   | <b>24</b> <u>Int.</u><br>Analytical Balance _____<br>pH Meter _____<br>ICP Instrument _____ | <b>25</b> <u>Int.</u><br>Analytical Balance _____<br>pH Meter _____<br>ICP Instrument _____ | <b>26</b> <u>Int.</u><br>Analytical Balance _____<br>pH Meter _____<br>ICP Instrument _____ | <b>27</b>  |
| <b>28</b>          | <b>29</b> <u>Int.</u><br>Analytical Balance _____<br>pH Meter _____<br>ICP Instrument _____   | <b>30</b> <u>Int.</u><br>Analytical Balance _____<br>pH Meter _____<br>ICP Instrument _____<br>USP Standards and Reagents Check _____ | Notes:  |   |   |            |

### Controlled Document

Only those quality documents viewed through the Giles Chemical electronic Documentation System are officially controlled. All other copies, whether viewed through another computer program or a printed version, are not controlled and, therefore, the Quality Unit at Giles assumes no responsibility for accuracy of the document.



# GILES CHEMICAL ~ PREMIER MAGNESIA

## Company Form

Title: **USP Calibration and Maintenance Tasks Calendar**

Number: **L14-FM-100-017**

Owner: **John Safi**

Revision: **0**

Effective Date: **7/21/14**

Page: **4 of 6**



| ◀ Sep 2014 ~ October 2014 ~ Nov 2014 ▶ |   |   |   |  |  |           |
|--|---|---|---|--|--|-----------|
| Sunday                                 | Monday  | Tuesday   | Wednesday   | Thursday   | Friday   | Saturday  |
|  |   |   | <b>1</b> <u>Int.</u><br>Analytical Balance _____<br>pH Meter _____<br>ICP Instrument _____<br>Analytical Balance _____<br>Uncertainty Measurement _____ | <b>2</b> <u>Int.</u><br>Analytical Balance _____<br>pH Meter _____<br>ICP Instrument _____<br>Eppendorf Pipettes _____<br>Bottle-Top Burrete _____ | <b>3</b> <u>Int.</u><br>Analytical Balance _____<br>pH Meter _____<br>ICP Instrument _____<br>UV-Vis Spectrophotometer _____<br>Filter Pad _____ | <b>4</b>  |
| <b>5</b>                               | <b>6</b> <u>Int.</u><br>Analytical Balance _____<br>pH Meter _____<br>ICP Instrument _____  | <b>7</b> <u>Int.</u><br>Analytical Balance _____<br>pH Meter _____<br>ICP Instrument _____  | <b>8</b> <u>Int.</u><br>Analytical Balance _____<br>pH Meter _____<br>ICP Instrument _____  | <b>9</b> <u>Int.</u><br>Analytical Balance _____<br>pH Meter _____<br>ICP Instrument _____   | <b>10</b> <u>Int.</u><br>Analytical Balance _____<br>pH Meter _____<br>ICP Instrument _____  | <b>11</b> |
| <b>12</b>                              | <b>13</b> <u>Int.</u><br>Analytical Balance _____<br>pH Meter _____<br>ICP Instrument _____ | <b>14</b> <u>Int.</u><br>Analytical Balance _____<br>pH Meter _____<br>ICP Instrument _____ | <b>15</b> <u>Int.</u><br>Analytical Balance _____<br>pH Meter _____<br>ICP Instrument _____   | <b>16</b> <u>Int.</u><br>Analytical Balance _____<br>pH Meter _____<br>ICP Instrument _____  | <b>17</b> <u>Int.</u><br>Analytical Balance _____<br>pH Meter _____<br>ICP Instrument _____  | <b>18</b> |
| <b>19</b>                              | <b>20</b> <u>Int.</u><br>Analytical Balance _____<br>pH Meter _____<br>ICP Instrument _____ | <b>21</b> <u>Int.</u><br>Analytical Balance _____<br>pH Meter _____<br>ICP Instrument _____ | <b>22</b> <u>Int.</u><br>Analytical Balance _____<br>pH Meter _____<br>ICP Instrument _____   | <b>23</b> <u>Int.</u><br>Analytical Balance _____<br>pH Meter _____<br>ICP Instrument _____  | <b>24</b> <u>Int.</u><br>Analytical Balance _____<br>pH Meter _____<br>ICP Instrument _____  | <b>25</b> |
| <b>26</b>                              | <b>27</b> <u>Int.</u><br>Analytical Balance _____<br>pH Meter _____<br>ICP Instrument _____ | <b>28</b> <u>Int.</u><br>Analytical Balance _____<br>pH Meter _____<br>ICP Instrument _____ | <b>29</b> <u>Int.</u><br>Analytical Balance _____<br>pH Meter _____<br>ICP Instrument _____   | <b>30</b> <u>Int.</u><br>Analytical Balance _____<br>pH Meter _____<br>ICP Instrument _____  | <b>31</b> <u>Int.</u><br>Analytical Balance _____<br>pH Meter _____<br>ICP Instrument _____<br>USP Standards and Reagents Check _____            | Notes:    |

### Controlled Document

Only those quality documents viewed through the Giles Chemical electronic Documentation System are officially controlled. All other copies, whether viewed through another computer program or a printed version, are not controlled and, therefore, the Quality Unit at Giles assumes no responsibility for accuracy of the document.



# GILES CHEMICAL ~ PREMIER MAGNESIA

## Company Form

Title: **USP Calibration and Maintenance Tasks Calendar**

Number: **L14-FM-100-017**

Owner: **John Safi**

Revision: **0**

Effective Date: **7/21/14**

Page: **5 of 6**



| ◀ Oct 2014 |   |   |   |   |   |           | ~ November 2014 ~ |        |         |           |          |        |          | Dec 2014 ▶ |        |         |           |          |        |          |
|------------|---|---|---|---|---|-----------|-------------------|--------|---------|-----------|----------|--------|----------|------------|--------|---------|-----------|----------|--------|----------|
| Sunday     | Monday  | Tuesday   | Wednesday   | Thursday  | Friday  | Saturday  | Sunday            | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday     | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|            |   |   |   |   |   | <b>1</b>  |                   |        |         |           |          |        |          |            |        |         |           |          |        |          |
| <b>2</b>   | <b>3</b> <u>Int.</u><br>Analytical Balance _____<br>pH Meter _____<br>ICP Instrument _____<br>Analytical Balance _____<br>Uncertainty Measurement _____ | <b>4</b> <u>Int.</u><br>Analytical Balance _____<br>pH Meter _____<br>ICP Instrument _____  | <b>5</b> <u>Int.</u><br>Analytical Balance _____<br>pH Meter _____<br>ICP Instrument _____  | <b>6</b> <u>Int.</u><br>Analytical Balance _____<br>pH Meter _____<br>ICP Instrument _____  | <b>7</b> <u>Int.</u><br>Analytical Balance _____<br>pH Meter _____<br>ICP Instrument _____  | <b>8</b>  |                   |        |         |           |          |        |          |            |        |         |           |          |        |          |
| <b>9</b>   | <b>10</b> <u>Int.</u><br>Analytical Balance _____<br>pH Meter _____<br>ICP Instrument _____   | <b>11</b> <u>Int.</u><br>Analytical Balance _____<br>pH Meter _____<br>ICP Instrument _____ | <b>12</b> <u>Int.</u><br>Analytical Balance _____<br>pH Meter _____<br>ICP Instrument _____ | <b>13</b> <u>Int.</u><br>Analytical Balance _____<br>pH Meter _____<br>ICP Instrument _____ | <b>14</b> <u>Int.</u><br>Analytical Balance _____<br>pH Meter _____<br>ICP Instrument _____   | <b>15</b> |                   |        |         |           |          |        |          |            |        |         |           |          |        |          |
| <b>16</b>  | <b>17</b> <u>Int.</u><br>Analytical Balance _____<br>pH Meter _____<br>ICP Instrument _____   | <b>18</b> <u>Int.</u><br>Analytical Balance _____<br>pH Meter _____<br>ICP Instrument _____ | <b>19</b> <u>Int.</u><br>Analytical Balance _____<br>pH Meter _____<br>ICP Instrument _____ | <b>20</b> <u>Int.</u><br>Analytical Balance _____<br>pH Meter _____<br>ICP Instrument _____ | <b>21</b> <u>Int.</u><br>Analytical Balance _____<br>pH Meter _____<br>ICP Instrument _____   | <b>22</b> |                   |        |         |           |          |        |          |            |        |         |           |          |        |          |
| <b>23</b>  | <b>24</b> <u>Int.</u><br>Analytical Balance _____<br>pH Meter _____<br>ICP Instrument _____   | <b>25</b> <u>Int.</u><br>Analytical Balance _____<br>pH Meter _____<br>ICP Instrument _____ | <b>26</b> <u>Int.</u><br>Analytical Balance _____<br>pH Meter _____<br>ICP Instrument _____ | <b>27</b> <u>Int.</u><br>Analytical Balance _____<br>pH Meter _____<br>ICP Instrument _____ | <b>28</b> <u>Int.</u><br>Analytical Balance _____<br>pH Meter _____<br>ICP Instrument _____<br>USP Standards and Reagents Check _____ | <b>29</b> |                   |        |         |           |          |        |          |            |        |         |           |          |        |          |
| <b>30</b>  | Notes:  |   |   |   |   |           |                   |        |         |           |          |        |          |            |        |         |           |          |        |          |

**Controlled Document**

Only those quality documents viewed through the Giles Chemical electronic Documentation System are officially controlled. All other copies, whether viewed through another computer program or a printed version, are not controlled and, therefore, the Quality Unit at Giles assumes no responsibility for accuracy of the document.



# GILES CHEMICAL ~ PREMIER MAGNESIA

## Company Form

Title: **USP Calibration and Maintenance Tasks Calendar**

Number: **L14-FM-100-017**

Owner: **John Safi**

Revision: **0**

Effective Date: **7/21/14**

Page: **6 of 6**



| ~ December 2014 ~ |   |   |  |  |  |            |
|-------------------|---|---|--|--|--|------------|
| ◀ Nov 2014        |   |   |  |  |  | Jan 2015 ▶ |
| Sunday            | Monday  | Tuesday   | Wednesday  | Thursday   | Friday   | Saturday   |
|                   | <b>1</b> <u>Int.</u><br>Analytical Balance _____<br>pH Meter _____<br>ICP Instrument _____<br>Analytical Balance _____<br>Uncertainty Measurement _____ | <b>2</b> <u>Int.</u><br>Analytical Balance _____<br>pH Meter _____<br>ICP Instrument _____<br>ICP Instrument _____                    | <b>3</b> <u>Int.</u><br>Analytical Balance _____<br>pH Meter _____<br>ICP Instrument _____<br>ICP Instrument _____                 | <b>4</b> <u>Int.</u><br>Analytical Balance _____<br>pH Meter _____<br>ICP Instrument _____<br>ICP Instrument _____ | <b>5</b> <u>Int.</u><br>Analytical Balance _____<br>pH Meter _____<br>ICP Instrument _____<br>ICP Instrument _____ | <b>6</b>   |
| <b>7</b>          | <b>8</b> <u>Int.</u><br>Analytical Balance _____<br>pH Meter _____<br>ICP Instrument _____  | <b>9</b> <u>Int.</u><br>Analytical Balance _____<br>pH Meter _____<br>ICP Instrument _____  | <b>10</b> <u>Int.</u><br>Analytical Balance _____<br>pH Meter _____<br>ICP Instrument _____  | <b>11</b> <u>Int.</u><br>Analytical Balance _____<br>pH Meter _____<br>ICP Instrument _____                        | <b>12</b> <u>Int.</u><br>Analytical Balance _____<br>pH Meter _____<br>ICP Instrument _____                        | <b>13</b>  |
| <b>14</b>         | <b>15</b> <u>Int.</u><br>Analytical Balance _____<br>pH Meter _____<br>ICP Instrument _____   | <b>16</b> <u>Int.</u><br>Analytical Balance _____<br>pH Meter _____<br>ICP Instrument _____   | <b>17</b> <u>Int.</u><br>Analytical Balance _____<br>pH Meter _____<br>ICP Instrument _____  | <b>18</b> <u>Int.</u><br>Analytical Balance _____<br>pH Meter _____<br>ICP Instrument _____                        | <b>19</b> <u>Int.</u><br>Analytical Balance _____<br>pH Meter _____<br>ICP Instrument _____                        | <b>20</b>  |
| <b>21</b>         | <b>22</b> <u>Int.</u><br>Analytical Balance _____<br>pH Meter _____<br>ICP Instrument _____   | <b>23</b> <u>Int.</u><br>Analytical Balance _____<br>pH Meter _____<br>ICP Instrument _____   | <b>24</b> <u>Int.</u><br>Analytical Balance _____<br>pH Meter _____<br>ICP Instrument _____  | <b>25</b> <u>Int.</u><br>Analytical Balance _____<br>pH Meter _____<br>ICP Instrument _____                        | <b>26</b> <u>Int.</u><br>Analytical Balance _____<br>pH Meter _____<br>ICP Instrument _____                        | <b>27</b>  |
| <b>28</b>         | <b>29</b> <u>Int.</u><br>Analytical Balance _____<br>pH Meter _____<br>ICP Instrument _____   | <b>30</b> <u>Int.</u><br>Analytical Balance _____<br>pH Meter _____<br>ICP Instrument _____<br>USP Standards and Reagents Check _____ | <b>31</b> <u>Int.</u><br>Analytical Balance _____<br>pH Meter _____<br>ICP Instrument _____<br>Complete 2015 Yearly Calendar _____ | Notes:   |  |            |

### Controlled Document

Only those quality documents viewed through the Giles Chemical electronic Documentation System are officially controlled. All other copies, whether viewed through another computer program or a printed version, are not controlled and, therefore, the Quality Unit at Giles assumes no responsibility for accuracy of the document.