
	GILES CHEMICAL ~ PREMIER MAGNESIA		
	Company Procedure		
	Title: Employee Training	Number: Q13-PR-100-006	
	Owner: Lee Cagle	Revision: 0	
	Effective Date: 4/25/2013	Page: 1 of 2	

1.0 Purpose

This procedure describes the necessary steps for employee training to ensure all employees engaged in GMP activities are fully trained in procedures or methods related to their activities in accordance with each areas training procedures.

2.0 Scope

Follow this procedure anytime training is required from new hire throughout current position.

3.0 Responsibility

Quality Unit is responsible for ensuring training is completed in a timely manner, maintaining training records and ensuring that all trainers are certified to train employees.

Area Managers or Coordinators are responsible for ensuring employees under their supervision complete and comprehend assigned training by the completion date.

All employees are responsible for ensuring they complete and comprehend training within the timeframe specified on the designated training schedule.

4.0 Safety Considerations

Always wear facility required PPE including, but not limited to, safety glasses and steel toed boots.

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 community.

5.0 Materials/Equipment



- Appropriate training log

6.0 Procedure

1. Upon employment with Giles Chemical, a division of Premier Magnesia, LLC employee will receive benefits orientation with the Human Resources Director.
2. After Human Resources orientation is complete the employee will be sent to Quality Unit for New Hire Training. Training can consist of, but is not limited to: Read and Sign-off SOP, Video, Quiz, Classroom Lecture, On the Job Training or Outside Course Work. All areas of the *Training Log – New Hire (Q13-FM-100-005)* must be covered with an emphasis on current Good Manufacturing Practices. Employees must score at least a 70 on all quizzes. Upon completion of each topic of training the employee is to initial and sign the form in the appropriate block.

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Employee will have one week to complete this training. Completed forms are turned into the Quality Unit and signed off by the Quality Coordinator. The Quality Unit will then file the form with the employees training records.

- After completion of New Hire training employee will be turned over to their area Manager or Coordinator and given the Training Log for their specific job responsibility with an assigned completion date. Upon completion of each topic of training the employee is to initial and date the form. Training Logs are to be completed by the completion date and turned back into the employees Manager or Coordinator for sign off.

Reviews of the employee will be conducted at 90 days, 180 days and annually from their hire date. After area Manager or Coordinator signs off on the form, the form is to be turned into the Quality Unit. The Quality Unit will then file the form with the employees training records.

- Training records will be kept and maintained by the Quality Unit for the duration of the employee's employment with Giles Chemical. When employment is terminated the training records will be archived in the cGMP Library for one year.
- Employees will be retrained annually or anytime a problem arises with the performance or competency of the employee to perform a specified job function. Employee will train or retrain on SOPs anytime procedures are created or revised.

7.0 Reference Documents

<i>Training Log – New Hire</i>	<i>Q13-FM-100-005</i>
<i>Training Log – Lab</i>	<i>L13-FM-100-011</i>
<i>Training Log – Chemist</i>	<i>L13-FM-100-012</i>
<i>Training Log – Assistant Operator</i>	<i>P13-FM-100-001</i>
<i>Training Log – Material Handler</i>	<i>P13-FM-100-002</i>
<i>Training Log – Salt Operator</i>	<i>P13-FM-100-003</i>
<i>Training Log – Lead Operator</i>	<i>P13-FM-100-004</i>
<i>Training Log – Repackaging Line Operator and Salt Hanger</i>	<i>R13-FM-100-052</i>
<i>Training Log – Repackaging Lead Operator</i>	<i>R13-FM-100-053</i>
<i>Training Log – Repackaging Utility Operator and Material Handler</i>	<i>R13-FM-100-054</i>
<i>Training Log – Repackaging Shift Supervisor</i>	<i>R13-FM-100-055</i>

8.0 Change Information

New Document

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