
	<b>GILES CHEMICAL ~ PREMIER MAGNESIA</b>		
	<b>Company Form</b>		
	Title: <b>Document Approval</b>	Number: <b>Q12-PR-100-F002</b>	
	Owner: <b>Deborah Durbin</b>	Revision: <b>3</b>	
	Effective Date: <b>03/01/2013</b>	Page: <b>1 of 2</b>	

☐ **NEW DOCUMENT**
☐ **REVISION**
☐ **ARCHIVE**
☐ **REVIEW (No Change)**

- |                                           |                                            |                                        |                                      |
|-------------------------------------------|--------------------------------------------|----------------------------------------|--------------------------------------|
| <input type="checkbox"/> Human Resources  | <input type="checkbox"/> Quality Assurance | <input type="checkbox"/> Manufacturing | <input type="checkbox"/> IT          |
| <input type="checkbox"/> Customer Service | <input type="checkbox"/> QA Laboratory     | <input type="checkbox"/> Repackaging   | <input type="checkbox"/> Engineering |
| <input type="checkbox"/> Accounting       | <input type="checkbox"/> Safety            | <input type="checkbox"/> Maintenance   | <input type="checkbox"/> Other       |

<b>Document Number</b> (new doc# assigned by QA):	<b>Revision #:</b>
<b>Document Title:</b>	
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<b>Proposed Changes</b> (attach previous and revised documents or new document)

<b>Reason for Changes</b> (be specific: new equipment, process change, 3 year review, general update, etc.)

<b>Describe Type of Training Required if applicable</b> (email notification, routing of the document for reading and sign-off, classroom lecture, on the job, hands-on training, etc.)

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**Document Owner Signature:**

<i>Printed Name and Title</i>	<i>Signature</i>	<i>Date</i>

**Department Approval Signatures:** Departments affected by new document or revisions

<i>Printed Name and Title</i>	<i>Signature</i>	<i>Date</i>

**Document Control Use Only:**

☐ Training Records Received and Filed

Date: \_\_\_\_\_

☐ Document Approved

Effective Date: \_\_\_\_\_

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