
	GILES CHEMICAL ~ PREMIER MAGNESIA		
	Company Form		
	Title: Giles Chemical Electronic Documentation System Awareness	Number: Q16-FM-100-015	
	Owner: Rick Hall	Revision: 0	
Effective Date: May 27, 2016		Page: 1 of 1	

Giles Chemical Electronic Documentation System is a computer system and software to store, manage and track electronic documents and maintain compliance in a regulatory environment.

The Intranet address: <http://doc/index%20II.htm> will take you to the home page of the Doc System. From here, the site is broken into sections that deal with specific aspects of our operation. The user then will drill down through information by starting with a general category and moving through the hierarchy of fields to locate the desired file.

Each document has unique identification number. The document number identifies which area the document falls under along with the indication of whether the document is a procedure, policy or form. The document that outlines the document numbering system is located under Quality Assurance / Procedures / titled, **Document Numbering Q12-PR-100-003**. The information from this procedure will facilitate in finding the desired documents.

The document located right above the prior document is the procedure detailing how documents are controlled. It is titled, **Document Control Q12-PR-100-002**. It states in its purpose that it describes how documents are controlled from cradle to grave.

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Controlled Document

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