

**GILES CHEMICAL ~ PREMIER MAGNESIA****Company Form**Title: **Training Log – New Hire**Number: **Q13-FM-100-005**Owner: **Lee Cagle**Revision: **02**Effective Date: **06/18/13**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
<b>Quality</b>	<ul style="list-style-type: none"><li>• Quality Manual - #Q12-PR-100-001</li><li>• Current Good Manufacturing Practices - #Q12-PL-100-003; Spanish - #Q12-PL-100-004</li><li>• Introduction to GMP – <b>handout</b></li><li>• Safety and Housekeeping – Audit Form – Manufacturing - #Q13-FM-100-004; 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>	_____ _____ _____ _____ _____ _____ _____	_____ _____ _____ _____ _____ _____ _____
<b>Safety</b>	<ul style="list-style-type: none"><li>• Safety First Handbook – #S12-PR-200-001</li><li>• Safety Shoes/Glasses-Policy - #S12-PL-200-001</li><li>• Reporting Accidents/Injuries-Procedure - #S12-PR-200-002</li><li>• How to Handle Blood and Body Fluid Spill–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>• Labeling of Containers – #S12-PR-200-015</li><li>• On-Site Visitor-Procedure - #S12-PR-200-005</li><li>• Visitor Log / Safety Rules-Form - #S12-FM-200-001</li></ul>	_____ _____ _____ _____ _____ _____ _____ _____	_____ _____ _____ _____ _____ _____ _____ _____
<b>To Be Collected</b>	<ul style="list-style-type: none"><li>• Employee Signature Policy – #Q12-PL-100-002</li><li>• Safety and Housekeeping Regulations-Policy – Manufacturing - #P12-PL-100-001; Repackaging - #R12-PL-100-001</li><li>• Voices At Our House - #Q13-PL-100-006</li><li>• cGMP – “Do It Right The First Time Every Time” - <b>Quiz</b></li><li>• Safety Orientation Video “Don’t be a Zombie” - <b>Quiz</b></li></ul>	_____ _____ _____ _____ _____	_____ _____ _____ _____ _____
<b>Miscellaneous</b>	<ul style="list-style-type: none"><li>• Inventory Removal – #S12-PR-200-015</li><li>• Plant Diagrams</li></ul>	_____ _____	_____ _____

Quality / Safety Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

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