
	GILES CHEMICAL ~ PREMIER MAGNESIA		
	Company Form		
	Title: Training Log – CSR	Number: P17-FM-100-0060	
	Owner: Gina Kelley	Revision: 00	
	Effective Date: 09/2017	Page: 1 of 1	

Employee: _____ Position: _____ Area: _____ Hire Date: _____

Section	Description	Initials	Date
Quality	• Complaint Handling System # Q13-PR-100-019	_____	_____
	• Returned Product # Q12-PR-100-011	_____	_____
	• Giles Chemical Electronic Documentation System Q16-FM-100-015	_____	_____
	• Document Control # Q12-PR-100-002	_____	_____
	• Corrective and Preventive Action System # Q13-PR-100-014	_____	_____
	• Special Customer Requests SCR's	_____	_____
	• Notification of products that need to be tested	_____	_____
	• Notification of products that need special auditing.	_____	_____
Miscellaneous	• Customer Order Log COL	_____	_____
	• Obtaining Certifications and Specifications from Giles Web Site	_____	_____
	• Obtaining Letters and Statements from the Document System	_____	_____
	• Questionnaires, Surveys and other requests from customers	_____	_____
	• Shipping a sample request.	_____	_____
	• Routing of customer questions.	_____	_____

Quality Associate: _____ Date: _____

Controlled Document

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