



GILES CHEMICAL ~ PREMIER MAGNESIA

Company Form

Title: **USP Calibration and Maintenance Tasks Calendar**

Number: **L14-FM-100-017**

Owner: **John Safi**

Revision: **02**

Effective Date: **01/01/17**

Page: **1 of 12**



~ January 2017 ~						
◀ Dec 2016						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____ Analytical Balance _____ Uncertainty Measurement _____	3 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____ Eppendorf Pipettes _____ Bottle-Top Burette _____	4 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	5 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	6 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	7 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____
8	9 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____ UV-Vis _____ Filter Pad _____	10 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	11 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	12 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	13 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	14 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____
15	16 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	17 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	18 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	19 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	20 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____ Burette Calibration _____ Weight Set #1 _____	21 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____
22	23 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	24 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	25 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	26 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	27 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	28 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____
29	30 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	31 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____ USP Standards and Reagents Check _____				

Controlled Document

Only those quality documents viewed through the Giles Chemical electronic Documentation System are officially controlled. All other copies, whether viewed through another computer program or a printed version, are not controlled and, therefore, the Quality Unit at Giles assumes no responsibility for accuracy of the document.

**GILES CHEMICAL ~ PREMIER MAGNESIA****Company Form**Title: **USP Calibration and Maintenance Tasks Calendar**Number: **L14-FM-100-017**Owner: **John Safi**Revision: **02**Effective Date: **01/01/17**Page: **2 of 12**

~ February 2017 ~							Mar 2017 ▶
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
			1 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____ Analytical Balance _____ Uncertainty Measurement _____	2 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	3 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	4 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	
5	6 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	7 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	8 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	9 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	10 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	11 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	
12	13 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	14 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	15 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	16 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	17 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	18 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	
19	20 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	21 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	22 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	23 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	24 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	25 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	
26	27 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	28 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____ USP Standards and Reagents Check _____					

Controlled Document

Only those quality documents viewed through the Giles Chemical electronic Documentation System are officially controlled. All other copies, whether viewed through another computer program or a printed version, are not controlled and, therefore, the Quality Unit at Giles assumes no responsibility for accuracy of the document.



GILES CHEMICAL ~ PREMIER MAGNESIA

Company Form

Title: **USP Calibration and Maintenance Tasks Calendar**

Number: **L14-FM-100-017**

Owner: **John Safi**

Revision: **02**

Effective Date: **01/01/17**

Page: **3 of 12**



~ March 2017 ~							Apr 2017 ▶
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
			1 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____ Analytical Balance _____ Uncertainty Measurement _____	2 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	3 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	4 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	
5	6 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	7 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	8 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	9 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	10 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	11 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	
12	13 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	14 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	15 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	16 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	17 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	18 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	
19	20 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	21 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	22 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	23 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	24 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	25 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	
26	27 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	28 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	29 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	30 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	31 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____ USP Standards and Reagents Check _____		

Controlled Document

Only those quality documents viewed through the Giles Chemical electronic Documentation System are officially controlled. All other copies, whether viewed through another computer program or a printed version, are not controlled and, therefore, the Quality Unit at Giles assumes no responsibility for accuracy of the document.

**GILES CHEMICAL ~ PREMIER MAGNESIA****Company Form**Title: **USP Calibration and Maintenance Tasks Calendar**Number: **L14-FM-100-017**Owner: **John Safi**Revision: **02**Effective Date: **01/01/17**Page: **4 of 12**

~ April 2017 ~						
◀ Mar 2017						May 2017 ▶
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____ Analytical Balance _____ Uncertainty Measurement _____
2	3 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	4 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	5 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	6 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	7 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	8 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____
9	10 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	11 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	12 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	13 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	14 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	15 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____
16	17 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	18 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	19 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	20 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	21 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	22 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____
23	24 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	25 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	26 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	27 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	28 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____ USP Standards and Reagents Check _____	29 Analytical Balance _____ pH Meter _____ ICP Instrument _____

Controlled Document

Only those quality documents viewed through the Giles Chemical electronic Documentation System are officially controlled. All other copies, whether viewed through another computer program or a printed version, are not controlled and, therefore, the Quality Unit at Giles assumes no responsibility for accuracy of the document.

**GILES CHEMICAL ~ PREMIER MAGNESIA****Company Form**Title: **USP Calibration and Maintenance Tasks Calendar**Number: **L14-FM-100-017**Owner: **John Safi**Revision: **02**Effective Date: **01/01/17**Page: **5 of 12**

◀ Apr 2017 ~ May 2017 ~ Jun 2017 ▶						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____ Analytical Balance _____ Uncertainty Measurement _____	2 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	3 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	4 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	5 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	6 Analytical Balance _____ pH Meter _____ ICP Instrument _____
7	8 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	9 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	10 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____ Weight Set #2 _____	11 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	12 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	13 Analytical Balance _____ pH Meter _____ ICP Instrument _____
14	15 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	16 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	17 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	18 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	19 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	20 Analytical Balance _____ pH Meter _____ ICP Instrument _____
21	22 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	23 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	24 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	25 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	26 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	27 Analytical Balance _____ pH Meter _____ ICP Instrument _____
28	29 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	30 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____ Pipette Calibration _____	31 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____ USP Standards and Reagents Check _____			

Controlled Document

Only those quality documents viewed through the Giles Chemical electronic Documentation System are officially controlled. All other copies, whether viewed through another computer program or a printed version, are not controlled and, therefore, the Quality Unit at Giles assumes no responsibility for accuracy of the document.

**GILES CHEMICAL ~ PREMIER MAGNESIA****Company Form**Title: **USP Calibration and Maintenance Tasks Calendar**Number: **L14-FM-100-017**Owner: **John Safi**Revision: **02**Effective Date: **01/01/17**Page: **6 of 12**

~ June 2017 ~						
◀ May 2017						Jul 2017 ▶
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____ Analytical Balance _____ Uncertainty Measurement _____	2 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	3 Analytical Balance _____ pH Meter _____ ICP Instrument _____
4	5 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	6 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	7 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	8 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	9 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	10 Analytical Balance _____ pH Meter _____ ICP Instrument _____
11	12 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	13 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	14 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	15 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	16 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	17 Analytical Balance _____ pH Meter _____ ICP Instrument _____
18	19 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	20 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	21 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	22 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	23 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	24 Analytical Balance _____ pH Meter _____ ICP Instrument _____
25	26 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	27 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	28 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	29 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	30 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____ USP Standards and Reagents Check _____	Notes:

Controlled Document

Only those quality documents viewed through the Giles Chemical electronic Documentation System are officially controlled. All other copies, whether viewed through another computer program or a printed version, are not controlled and, therefore, the Quality Unit at Giles assumes no responsibility for accuracy of the document.



GILES CHEMICAL ~ PREMIER MAGNESIA

Company Form

Title: USP Calibration and Maintenance Tasks Calendar

Number: L14-FM-100-017

Owner: John Safi

Revision: 02

Effective Date: 01/01/17

Page: 7 of 12



~ July 2017 ~						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____ Analytical Balance _____ Uncertainty Measurement _____
2	3 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____ Eppendorf Pipettes _____ Bottle-Top Burrete _____	4 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____ UV-Vis _____ Filter Pad _____	5 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	6 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	7 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	8 Analytical Balance _____ pH Meter _____ ICP Instrument _____
9	10 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	11 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	12 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	13 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	14 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____ Burette Calibration _____ Weight Set #1 _____	15 Analytical Balance _____ pH Meter _____ ICP Instrument _____
16	17 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	18 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	19 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	20 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	21 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	22 Analytical Balance _____ pH Meter _____ ICP Instrument _____
23	24 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	25 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	26 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	27 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	28 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	29 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____
30	31 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____ USP Standards and _____ Reagents Check _____					

Controlled Document

Electronic Documentation System are officially controlled. All other copies, whether viewed through another computer program or a printed version, are not controlled. Therefore, the Quality Unit at Giles assumes no responsibility for accuracy of the document.



GILES CHEMICAL ~ PREMIER MAGNESIA

Company Form

Title: **USP Calibration and Maintenance Tasks Calendar**

Number: **L14-FM-100-017**

Owner: **John Safi**

Revision: **02**

Effective Date: **01/01/17**

Page: **8 of 12**



~ August 2017 ~							Sep 2017 ►
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
		1 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____ Analytical Balance _____ Uncertainty Measurement _____	2 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____ UV-Vis _____ Filter Pad _____	3 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	4 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	5 _____ Analytical Balance _____ pH Meter _____ ICP Instrument _____	
6 _____	7 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	8 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	9 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	10 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	11 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____ Oven and Furnace _____ Onsite Calibration _____	12 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	
13 _____	14 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	15 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	16 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	17 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	18 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	19 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	
20 _____	21 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	22 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	23 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	24 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	25 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	26 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	
27 _____	28 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	29 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	30 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	31 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____ USP Standards and _____ Reagents Check _____	Notes:		

Controlled Document

Only those quality documents viewed through the Giles Chemical electronic Documentation System are officially controlled. All other copies, whether viewed through another computer program or a printed version, are not controlled and, therefore, the Quality Unit at Giles assumes no responsibility for accuracy of the document.



GILES CHEMICAL ~ PREMIER MAGNESIA

Company Form

Title: **USP Calibration and Maintenance Tasks Calendar**

Number: **L14-FM-100-017**

Owner: **John Safi**

Revision: **02**

Effective Date: **01/01/17**

Page: **9 of 12**



~ September 2017 ~							◀ Aug 2017	Oct 2017 ▶
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday		
					1 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____ Analytical Balance _____ Uncertainty Measurement _____	2 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____		
3 Analytical Balance _____ pH Meter _____ ICP Instrument _____	4 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	5 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	6 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	7 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	8 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	9 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____		
10 Analytical Balance _____ pH Meter _____ ICP Instrument _____	11 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	12 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	13 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	14 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	15 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	16 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____		
17 Analytical Balance _____ pH Meter _____ ICP Instrument _____	18 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	19 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	20 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____ Weight Set #1 _____	21 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	22 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	23 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____		
24 Analytical Balance _____ pH Meter _____ ICP Instrument _____	25 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	26 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	27 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	28 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	29 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	30 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____ USP Standards and Reagents Check _____		

Controlled Document

Only those quality documents viewed through the Giles Chemical electronic Documentation System are officially controlled. All other copies, whether viewed through another computer program or a printed version, are not controlled and, therefore, the Quality Unit at Giles assumes no responsibility for accuracy of the document.

**GILES CHEMICAL ~ PREMIER MAGNESIA****Company Form**Title: **USP Calibration and Maintenance Tasks Calendar**Number: **L14-FM-100-017**Owner: **John Safi**Revision: **02**Effective Date: **01/01/17**Page: **10 of 12**

◀ Sep 2017 ~ October 2017 ~ Nov 2017 ▶						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____ Analytical Balance _____ Uncertainty Measurement _____	3 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____ Eppendorf Pipettes _____ Bottle-Top Burrete _____	4 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____ Eppendorf Pipettes _____ Bottle-Top Burrete _____	5 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	6 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	7 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____
8	9 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____ UV-VisSpectrophotometer _____ Filter Pad _____	10 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	11 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	12 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	13 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	14 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____
15	16 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	17 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	18 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	19 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	20 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	21 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____
22	23 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	24 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	25 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	26 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	27 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	28 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____
29	30 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	31 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____				

Controlled Document

Only those quality documents viewed through the Giles Chemical electronic Documentation System are officially controlled. All other copies, whether viewed through another computer program or a printed version, are not controlled and, therefore, the Quality Unit at Giles assumes no responsibility for accuracy of the document.



GILES CHEMICAL ~ PREMIER MAGNESIA

Company Form

Title: **USP Calibration and Maintenance Tasks Calendar**

Number: **L14-FM-100-017**

Owner: **John Safi**

Revision: **02**

Effective Date: **01/01/17**

Page: **11 of 12**



◀ Oct 2017 ~ November 2017 ~ Dec 2017 ▶						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____ Analytical Balance _____ Uncertainty Measurement _____	2 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	3 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	4
5	6 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	7 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	8 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	9 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	10 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	11
12	13 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	14 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	15 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	16 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	17 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	18
19	20 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	21 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	22 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	23 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	24 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	25
26	27 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	28 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	29 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	30 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____ USP Standards and Reagents Check _____		

Controlled Document

Only those quality documents viewed through the Giles Chemical electronic Documentation System are officially controlled. All other copies, whether viewed through another computer program or a printed version, are not controlled and, therefore, the Quality Unit at Giles assumes no responsibility for accuracy of the document.



GILES CHEMICAL ~ PREMIER MAGNESIA

Company Form

Title: **USP Calibration and Maintenance Tasks Calendar**

Number: **L14-FM-100-017**

Owner: **John Safi**

Revision: **02**

Effective Date: **01/01/17**

Page: **12 of 12**



~ December 2017 ~							Jan 2018 ▶
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
					1 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____ Analytical Balance _____ Uncertainty Measurement _____	2 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	
3 Analytical Balance _____ pH Meter _____ ICP Instrument _____	4 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	5 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	6 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	7 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	8 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	9 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	
10 Analytical Balance _____ pH Meter _____ ICP Instrument _____	11 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	12 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	13 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	14 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	15 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	16 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	
17 Analytical Balance _____ pH Meter _____ ICP Instrument _____	18 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	19 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	20 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	21 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	22 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	23 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	
24 Analytical Balance _____ pH Meter _____ ICP Instrument _____	25 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	26 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	27 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	28 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____	29 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____ USP Standards and Reagents Check _____	30 <u>Int.</u> Analytical Balance _____ pH Meter _____ ICP Instrument _____ Complete 2018 Yearly Calendar _____	

Controlled Document

Only those quality documents viewed through the Giles Chemical electronic Documentation System are officially controlled. All other copies, whether viewed through another computer program or a printed version, are not controlled and, therefore, the Quality Unit at Giles assumes no responsibility for accuracy of the document.