
	<b>GILES CHEMICAL ~ PREMIER MAGNESIA</b>		
	<b>Company Policy</b>		
	Title: <b>Employee Signature Policy</b>	Number: <b>Q12-PL-100-002</b>	
	Owner: <b>Rick Hall</b>	Revision: <b>4</b>	
	Effective Date: <b>7/25/16</b>	Page: <b>1 of 1</b>	

## 1.0 Purpose

The purpose of this procedure is to ensure the verification and traceability of employees' signatures and initials on quality and cGMP documents

## 2.0 Scope

This procedure will apply to all employees of Giles Chemicals and temporary staff who are responsible for signing cGMP documents.

## 3.0 Responsibility

Quality Assurance is responsible for obtaining the signature/initials of all employees.

## 4.0 Safety Considerations

Safety is a condition of employment. Employees are not authorized to work in an unsafe manner and are prohibited from harming the environment of the facility or community.

## 5.0 Materials/Equipment

N/A

## 6.0 Procedure

1. Employees must sign and initial the *Employee Signature Policy (Q12-PL-100-002)* in black ink within the first week of his/her employment or prior to signing any cGMP documents.
2. All signatures and initials used on quality and cGMP documents must match those on this document.
3. Individual's initials should not be changed unless there is a legal name change or a duplication of initials is discovered. In the case of duplication, an additional letter or number must be added in order to make it distinctive.
4. Employees do not have to re-sign this signature/initials form when they change departments or positions.
5. Employee will re-sign this form annually.
6. Current signatures will be kept in the cGMP binder. Thereafter, signature forms will be stored in cGMP library.

Printed Name of Employee:\_\_\_\_\_

Signature of Employee:\_\_\_\_\_

Initials of Employee:\_\_\_\_\_ Date:\_\_\_\_\_

### 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 the accuracy of the document.