
	GILES CHEMICAL ~ PREMIER MAGNESIA		
	Company Form		
	Title: Document Approval	Number: Q12-PR-100-F002	
	Owner: Deborah Durbin	Revision: 4	
	Effective Date: 05/01/2016	Page: 1 of 2	

☐ **NEW DOCUMENT**
☐ **REVISION**
☐ **ARCHIVE**
☐ **REVIEW (No Change)**

- | | | | |
|---|--|--|--------------------------------------|
| <input type="checkbox"/> Human Resources | <input type="checkbox"/> Quality Assurance | <input type="checkbox"/> Manufacturing | <input type="checkbox"/> IT |
| <input type="checkbox"/> Customer Service | <input type="checkbox"/> QA Laboratory | <input type="checkbox"/> Repackaging | <input type="checkbox"/> Engineering |
| <input type="checkbox"/> Accounting | <input type="checkbox"/> Safety | <input type="checkbox"/> Maintenance | <input type="checkbox"/> Other |

Document Number (new doc# assigned by QA):	Revision #:
Document Title:	
Date Submitted:	
Owner:	



Proposed Changes (attach previous and revised documents or new document)

Reason for Changes (be specific: new equipment, process change, 5 year review, general update, etc.)

Describe Type of Training Required if applicable (email notification, routing of the document for reading and sign-off, classroom lecture, on the job, hands-on training, etc.)

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Document Owner Signature:

<i>Printed Name and Title</i>	<i>Signature</i>	<i>Date</i>

Department Approval Signatures: Departments affected by new document or revisions

<i>Printed Name and Title</i>	<i>Signature</i>	<i>Date</i>

Document Control Use Only:

☐ Training Records Received and Filed

Date: _____

☐ Document Approved

Effective Date: _____

Signature: _____

Revision Number: _____

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