
	GILES CHEMICAL ~ PREMIER MAGNESIA		
	Company Procedure		
	Title:	Number:	
	Owner:	Revision:	
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THIS PROCEDURE IS TO BE USED AS A TEMPLATE FOR WRITING NEW PROCEDURES. DO NOT INCLUDE AREAS IN BLUE ITALICS IN FINAL PROCEDURE.

Documents must contain all sections in this template but are not limited to sections listed. Other sections may be added at the discretion of the process and Management.

The general format for documents will be in outline form; however, tables, sketches, and other illustrations may be used to enhance the clarity of instructions.

1.0 Purpose

WHY: Why is this procedure written?

Why is it being performed?

2.0 Scope

WHEN: Indicate when this procedure needs to be performed.

WHERE: Indicate where this procedure applies.

3.0 Responsibility

WHO: Who performs the procedure?

Who is responsible to see it is performed correctly.

4.0 Definitions

Define any vocabulary words or abbreviations which may pertinent to understanding the procedure.

Example: Procedure – Step-by-step instructions for performing operational tasks or activities.

5.0 Safety Considerations



Precautions for work with physical or chemical hazards (safety glasses, steel-toed shoes, containment facility clothing, masks, hoods, goggles, gloves, cleanup of spills, etc.)

6.0 Materials/Equipment

WHAT: What is needed to perform procedure. The list should be complete and specific.

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7.0 Procedure

HOW:

Clear concise, step by step instructions on how to perform the procedure. This should be written as instructions for the operator to follow, without a lot of theoretical background. A section on fundamental principles can be included if necessary.

It should include:

- a) Preliminary steps that must be done before beginning the actual procedure.*
- b) The chronological instructions. It is useful to number steps so that repeat steps can be referred to rather than making the SOP very long.*
- c) Calculations. Explanations and sample of how to do any required calculations.*
- d) Indicate where results should be recorded.*
- e) Explain what to do if there are deviations.*

8.0 Reference Documents

List other Procedure, Policies or, Forms which directly affect or are relevant to this procedure. Indicate Title and Number.

9.0 Amendment Record

List the most recent changes to the current revision of the document. Completed by the cGMP Coordinator.

Revision Number	Revision Date	Revision Author	Revision Description
0	02/12/13	KC	New Document

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