
	GILES CHEMICAL ~ PREMIER MAGNESIA		
	Company Procedure		
	Title: Manufacturing QA Trained QC Technician	Number: P14-QA-100-092	
	Owner: Lee Cagle	Revision: 0	
	Effective Date: 03/25/2014	Page: 1 of 2	

1.0 Purpose

The purpose of this procedure is to ensure that all QA trained QC Technicians are trained properly and fully understand their function.

2.0 Scope

This procedure applies to all QC Technicians at the Manufacturing Facility.

3.0 Responsibility

Quality Assurance Unit: will be responsible for ensuring proper training is completed and shadowing QC Technicians during product testing periodically throughout the year.

QC Technicians: will be responsible for ensuring that they fully understand this procedure.

4.0 Safety Considerations

Steel toe shoes, safety glasses and standard safety attire for the Manufacturing area.

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



- Manufacturing QA Certified QC Technician Binder

6.0 Procedure

1. Eligible employees will be selected by the QA unit.
2. Once notified by the QA unit, employee will be issued a Manufacturing QA Certified QC Technician Binder to complete along with hands on training.
3. Hands on training will be continued until the QA Unit is satisfied with the employee's performance.
4. QA unit will perform shadow product testing periodically throughout the year to insure that the QC Technician is performing tests correctly.

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5. QC Technicians will be re-qualified annually.

7.0 Reference Documents

N/A

8.0 Change Information

New Document

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