

**GILES CHEMICAL ~ PREMIER MAGNESIA****Company Form**Title: **Document Correction and Signature**Number: **Q12-PL-100-002**Owner: **Katherine Cash**Revision: **3**Effective Date: **12/10/12**Page: **1 of 1****Signature:**

Each Giles Chemical Employee shall maintain a current signature on file. This signature will be maintained on file in the Quality Unit. A cGMP document is a legal document. Your signature and / or initials on a cGMP document mean that you have performed the task in accordance with documented requirements and any deviations have been recorded. You are only permitted to sign or initial a document if you have been trained to perform the task. You are not allowed to sign someone else's initials or signature.

Correction:

When making real time corrections to a document (i.e. any document that may contain applicable dates, times, weight, volumes, and testing results) strike through the item to be corrected with one horizontal line and write in correct information. Employee must then initial and date beside the item in place of their full name. The use of white out is never permitted and any documentation must be made using blue or black ink only.

Printed Name of Employee: _____

Signature of Employee: _____

Initials of Employee: _____ Date: _____