

GILES CHEMICAL CORPORATION		
COMPANY PROCEDURE		
Standard Operating Procedure	Page : 1 of 2	Revision : Date : 10/30/05
Carl Mooney	Title: Review Schedule for Procedures	

QA - 04

Safety: No special precautions are required.

Purpose or Objective: To document to schedule for a review of procedures.

Procedure:

- All procedure will be reviewed and/or updated every three (3) years.
- The three year date will be from the:
 - a. Origination date of the document if no revisions have updated the procedure.
 - b. Latest revision date of the document.
- Copies of procedures that are to be reviewed will be given to the area manager or his designate by the Quality Manager.
- Updates to the documents shall be made by lining through the incorrect entry, so the original can still be read, then write the revision or update to the document.
- A Giles document approval form must be submitted indicating that updates had or had not been made.
- The updated procedure will be sent to the originator for review prior to updating the documentation system.
- The record of the revision will be recorded on the procedure.

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QA - 04

TRAINING DOCUMENTATION

	EMPLOYEE	TITLE	SIGNATURE	DATE
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