

GILES CHEMICAL CORPORATION
COMPANY PROCEDURE

Standard Operating Procedure

Page : 1 of 1

Revision : 10/30/05

Date : 9/9/2005

Author: Carl Mooney, Jr.

Title: (00) DOCUMENT APPROVAL FORM

New Issue []

Revision []

Deletion []

Review (No Change) []

Area:

[] HR

[] Maintenance

[] Quality

Document Number: _____

[] Repack

[] Lab

[] Safety

Sponsor: _____

[] Admin

[] Manufacturing

[] Purchasing

Date Submitted: _____

Sub Area:

Document Title: _____

Proposed Change (describe below and attach necessary documentation)

Reason for Change (be specific: new equipment, process change, QI, etc)

Training Required?

☐ Hold document until training is complete

☐ NONE

☐ Circulate Copy to Users

☐ Class Taught by: _____

☐ Other(Specify): _____

Approved By:

☒ 1. Manager or Designate

Date: _____

☐ Proofread

Date: _____

Training Complete

Date: _____

Document Control Use:

Signature: _____

Effective (Posted) Date: _____

Revision Number: _____