

**GILES CHEMICAL ~ PREMIER MAGNESIA****Company Form**Title: **Training Log – New Hire**Number: **Q13-FM-100-005**Owner: **Lee Cagle**Revision: **03**Effective Date: **12/18/13**Page: **1 of 1**

*The following training must be completed within the first week of employment.*

Employee: \_\_\_\_\_ Position: \_\_\_\_\_ Area: \_\_\_\_\_ Hire Date: \_\_\_\_\_

Section	Description	Initials	Date
<b>Quality</b>	<ul style="list-style-type: none"><li>• Quality Manual - #Q12-PR-100-001</li><li>• Current Good Manufacturing Practices - #Q12-PL-100-003; Spanish - #Q12-PL-100-004</li><li>• Introduction to GMP - <b>handout</b></li><li>• Safety &amp; Housekeeping - Audit Form - Manufacturing - #Q13-FM-100-004; Safety &amp; Housekeeping - Audit Form - Repackaging - #R12-FM-100-005</li><li>• Quarantine of Product - #Q12-PR-100-012</li><li>• Nonconforming Material - #Q12-PR-100-017</li><li>• Deviation Reporting - #Q13-PR-100-024</li><li>• Safe Feed/Safe Food-Policy - #Q13-PL-100-005</li></ul>	_____ _____ _____ _____ _____ _____ _____	_____ _____ _____ _____ _____ _____ _____
<b>Safety</b>	<ul style="list-style-type: none"><li>• Safety First Handbook - #S12-PR-200-001</li><li>• Safety Shoes/Glasses-Policy - #S12-PL-200-001</li><li>• Reporting Accidents/Injuries - Procedure - #S12-PR-200-002</li><li>• How to Handle Blood and Body Fluid Spill - Procedure - #S12-PR-200-006</li><li>• Do Not Reach, Do Not Touch - Procedure - #S12-PR-200-007</li><li>• Overhead Work-Safety - Procedure - #S12-PR-200-010</li><li>• Labeling of Containers - #S12-PR-200-015</li><li>• On-Site Visitor-Procedure - #S12-PR-200-005</li><li>• Visitor Log / Safety Rules-Form - #S12-PR-200-F005</li><li>• GHS/Hazard Communication - Power Point</li></ul>	_____ _____ _____ _____ _____ _____ _____ _____ _____	_____ _____ _____ _____ _____ _____ _____ _____ _____
<b>To Be Collected</b>	<ul style="list-style-type: none"><li>• Employee Signature Policy - #Q12-PL-100-002</li><li>• Safety &amp; Housekeeping Regulations - Policy: Manufacturing - #P12-PL-100-001; Repackaging - #R12-PL-100-001</li><li>• Voices At Our House - #Q13-PL-100-006</li><li>• cGMP - “Do It Right The First Time Every Time” - <b>Quiz</b></li><li>• Safety Orientation Video “Don’t be a Zombie” - <b>Quiz</b></li><li>• GHS/Hazard Communication - <b>Quiz</b></li></ul>	_____ _____ _____ _____ _____ _____	_____ _____ _____ _____ _____ _____
<b>Miscellaneous</b>	<ul style="list-style-type: none"><li>• Inventory Removal - #S12-PR-200-F014</li><li>• Plant Diagrams - Handout</li></ul>	_____ _____	_____ _____

Quality / Safety Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

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