

**GILES CHEMICAL ~ PREMIER MAGNESIA****Company Form**Title: **Training Log – New Hire – Office**Number: **Q13-FM-100-005a**Owner: **Rick Hall**Revision: **00**Effective Date: **10/30/15**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
Quality	<ul style="list-style-type: none">Quality Manual - #Q12-PR-100-001Current Good Manufacturing Practices – English #Q12-PL-100-003; Spanish - #Q12-PL-100-004Introduction to GMP - handoutSafe Feed/Safe Food-Policy - #Q13-PL-100-005	_____ _____ _____ _____	_____ _____ _____ _____
Safety	<ul style="list-style-type: none">Safety First Handbook - #S12-PR-200-001Safety Shoes/Glasses-Policy - #S12-PL-200-002Reporting Accidents/Injuries - Procedure - #S12-PR-200-002Blood Borne Pathogens (BBP) Spill Response Procedure # S12-PR-200-006On-Site Visitor-Procedure - #S12-PR-200-005Visitor Log / Safety Rules-Form - #S12-PR-200-F005GHS/Hazard Communication - Power PointGiles Place Office Evacuation Procedure -#S13-PR-200-096Giles Place Manufacturing Evacuation Procedure -#S12-PR-200-097Fire Prevention Program -#S13-PG-200-002Hazard Hero Form	_____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____	_____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____
To Be Collected	<ul style="list-style-type: none">Employee Signature Policy - #Q12-PL-100-002Safety & Housekeeping Policy: Manufacturing - #P12-PL-100-001 Repackaging - #R12-PL-100-001Voices At Our House - #Q13-PL-100-006cGMP - “Do It Right The First Time Every Time” - QuizSafety Orientation Video “Don’t be a Zombie” – QuizGHS/Hazard Communication – Quiz	_____ _____ _____ _____ _____ _____ _____	_____ _____ _____ _____ _____ _____ _____
Miscellaneous	<ul style="list-style-type: none">Inventory Removal - #S12-PR-200-F014Plant Diagrams - Handout	_____ _____	_____ _____

Quality / Safety Coordinator: _____ Date: _____

Controlled Document

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