

| GILES CHEMICAL           |
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| <b>COMPANY PROCEDURE</b> |

Printed Procedures Shelf Life

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Revision : Date :

01 06/12/2009

Author: Carl Mooney

General Awareness

### **Safety:**

Special safety precautions are not required. Follow area safety procedures.

### **Purpose:**

Control of procedures printed from the documentation system.

#### **Procedure:**

- 1. Procedures and work instructions printed from the documentation system are valid for only one time use.
- 2. After procedures are used documents shall be destroyed.
- 3. Forms are not included in the guidelines above.



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## TRAINING DOCUMENTATION

|    | EMPLOYEE | TITLE | SIGNATURE | DATE |
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| Revision<br>Number | Revision<br>Date | Revision<br>Author | Revision Description                           |
|--------------------|------------------|--------------------|--|
| 00                 | 12/12/2005       | СМ                 | New Procedure                                  |
| 01                 | 06/12/2009       | PT                 | Minor revision to clarify purpose of procedure |
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