
	<b>GILES CHEMICAL ~ PREMIER MAGNESIA</b>		
	<b>Company Procedure</b>		
	Title: <b>QA Trained QC Technician</b>	Number: <b>R13-PR-100-055</b>	
	Owner: <b>Lee Cagle</b>	Revision: <b>0</b>	
	Effective Date: <b>12/12/2013</b>	Page: <b>1 of 2</b>	

## 1.0 Purpose

The purpose of this procedure is to ensure that all QA trained QC Technicians are trained properly and fully understand their function.

## 2.0 Scope

This procedure applies to all QC Technicians at the Repackaging Facility.

## 3.0 Responsibility

Quality Assurance Unit: will be responsible for ensuring proper training is completed and shadowing QC Technicians on audits periodically throughout the year.

QC Technicians: will be responsible for ensuring that they fully understand this procedure.

## 4.0 Safety Considerations

Steel toe shoes, safety glasses, hair net, and standard safety attire for the Repackaging area.

Safety is a condition of employment. Employees are not authorized to work in an unsafe manner and are prohibited from harming the environment of the facility or community.



## 5.0 Materials/Equipment

- QA Certified QC Technician Binder

## 6.0 Procedure

1. Eligible employees will be selected by the QA unit.
2. Once notified by the QA unit, employee will be issued a QA Certified QC Technician Binder to complete along with hands on training.
3. Hands on training will be continued until the QA Unit is satisfied with the employee's performance. QC Technician will be trained on in-process audits, sampling (USP & Tech) and Temperature & Humidity logs.

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4. QA unit will perform shadow audits periodically throughout the year to ensure that the QC Technician is performing duties correctly.
5. QC Technicians will be re-qualified every 2 years.

## 7.0 Reference Documents

N/A

## 8.0 Change Information

New Document

## Controlled Document

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