



GILES CHEMICAL ~ PREMIER MAGNESIA

Company Procedure

Title: **New Hire Training Checklist**

Number: **R12-FM-100-001**

Owner: **Jeff Hill**

Revision: **01**

Effective Date: **06/03/2013**

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Procedures to be reviewed:

First Day

S & H Regulations R12-PL-100-001

Signature:
Trainer Signature:
Date Completed:

Rework/Reprocessing R12-PR-100-007

Signature:
Trainer Signature:
Date Completed:

Within 90 Days

Daily Batch Record R12-PR-100-012

Signature:
Trainer Signature:
Date Completed:

Within 7 Days

Daily Production Report R12-PR-100-002

Signature:
Trainer Signature:
Date completed:

Change Over R12-PR-100-003

Signature:
Trainer Signature:
Date Completed:

Pouch Drop Test R12-PR-100-004

Signature:
Trainer Signature:
Date Completed:

Weekly cleaning Schedule R12-PR-100-010

Signature:
Trainer Signature:
Date Completed:

Controlled Document

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