**Safety:** No special precautions are required.

**Purpose or Objective:** To document to schedule for a review of procedures.

**Procedure:**

* All procedure will be reviewed and/or updated every three (3) years.
* The three year date will be from the:

1. Origination date of the document if no revisions have updated the procedure.
2. Latest revision date of the document.

* Copies of procedures that are to be reviewed will be given to the appropriate Manager by the Quality Manager.
* Updates to the documents shall be made by lining through the incorrect entry, so the original can still be read, then write the revision or update to the document.
* A Giles document approval form must be submitted indicating that updates had or had not been made.
* The record of the revision will be recorded on the procedure.

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| Revision  Number | Revision  Date | Effective  Date | Revision  Author | Quality  Approval | Production Approval | Revision Description |
| 00 | 10/30/2005 |  | C. Mooney |  |  | Original Document |
| 01 | 6/8/2009 | 6/8/2009 | P. Teleki | S. Lindsey | J. Bumgarner | 3-year review |
| 02 | 8/21/2012 | 8/21/2012 | P.Owen | D. Durbin | J. Bumgarner | 3-year review (new header) |
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