Signature:

When making corrections to documents the employee shall use his/her initials in place of their name. Each Giles Chemical employee shall maintain a current signature on file.

Correction:

When making real time corrections to a document or operator log (i.e. any document that may contain applicable dates, times, weight, volumes, and testing results) should strike through the item to be corrected with one horizontal line and write-in correct information. Employee must then initial and date beside the item.

Printed Name of Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Initials of Employee: \_\_\_\_\_\_\_\_\_\_\_

Signature of Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please note that this signature will be maintained on file at Giles Chemical.

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| Revision  Number | Revision  Date | Effective  Date | Revision  Author | Quality  Approval | Production Approval | Revision Description |
| 00 | 04/18/05 | 04/18/05 | Ed Johnston |  |  | New Document |
| 01 | 06/12/09 | 06/12/09 | Paul Teleki / Stacy Lindsey |  |  | -Removed Date Section  -Added Signature Page his Policy |
| 02 | 09/17/12 | 09/17/12 | Stephen Ballew | Deborah  Durbin | Jason  Bumgarner | -3 year revision  -Placed on new form |
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