*The following training must be completed within the first week of employment.*

Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Area: \_\_\_\_\_\_\_\_\_\_\_\_ Hire Date: \_\_\_\_\_\_\_\_\_\_\_

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| **Section** | **Description** | **Initials** | **Date** |

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| **Quality** | * Quality Manual - **#Q12-PR-100-001** * Current Good Manufacturing Practices –   English #**Q12-PL-100-003**;  Spanish - #**Q12-PL-100-004**   * Introduction to GMP - handout * Safe Feed/Safe Food-Policy - **#Q13-PL-100-005** | \_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_ |
| **Safety** | * Safety First Handbook - **#S12-PR-200-001** * Safety Shoes/Glasses-Policy - **#S12-PL-200-002** * Reporting Accidents/Injuries - Procedure - **#S12-PR-200-002** * Blood Borne Pathogens (BBP) Spill Response Procedure **# S12-PR-200-006** * On-Site Visitor-Procedure - **#S12-PR-200-005** * Visitor Log / Safety Rules-Form - **#S12-PR-200-F005** * GHS/Hazard Communication - Power Point * Giles Place Office Evacuation Procedure -**#S13-PR-200-096** * Giles Place Manufacturing Evacuation Procedure -**#S12-PR-200-097** * Fire Prevention Program -**#S13-PG-200-002** * Hazard Hero Form | \_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_ |
| **To Be Collected** | * Employee Signature Policy - **#Q12-PL-100-002** * Safety & Housekeeping Policy:   Manufacturing - **#P12-PL-100-001**  Repackaging - **#R12-PL-100-001**   * Voices At Our House - **#Q13-PL-100-006** * cGMP - “Do It Right The First Time Every Time” - Quiz * Safety Orientation Video “Don’t be a Zombie” – Quiz * GHS/Hazard Communication – Quiz | \_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_ |
| **Miscellaneous** | * Inventory Removal - **#S12-PR-200-F014** * Plant Diagrams - Handout | \_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_ |

Quality / Safety Coordinator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_