


	<b>GILES CHEMICAL ~ PREMIER MAGNESIA</b>		
	<b>Company Form</b>		
	Title: <b>Internal Audit Checklist – Equipment</b>	Number: <b>Q12-PR-100-F008f</b>	
	Owner: <b>Deborah Durbin</b>	Revision: <b>0</b>	
	Effective Date: <b>5/04/16</b>	Page: <b>1 of 2</b>	

Audit #: \_\_\_\_\_ Auditor(s): \_\_\_\_\_ Date: \_\_\_\_\_

Subpart D		
Equipment	Document(s) Reviewed/Person(s) Interviewed/Objective Evidence/Comments:	Conforms to Requirements
Procedures have been established for the installation, qualification and calibration of all instruments, controls, automated, mechanical and electronic equipment.		<input type="checkbox"/> Yes <input type="checkbox"/> No
Procedures have been established for the cleaning and sanitation of all utensils and equipment, and effectiveness of these procedures has been evaluated.		<input type="checkbox"/> Yes <input type="checkbox"/> No
Procedures and programs have been established for maintaining equipment.		<input type="checkbox"/> Yes <input type="checkbox"/> No
Instruments and controls that are used in all areas must be accurate and precise (calibrated where necessary), maintained and adequate in number.		<input type="checkbox"/> Yes <input type="checkbox"/> No
All equipment, instruments, contact surfaces, etc. must be maintained, cleaned and sanitized as necessary.		<input type="checkbox"/> Yes <input type="checkbox"/> No
Equipment must be disassembled as necessary to assure maintenance, cleaning and sanitation.		<input type="checkbox"/> Yes <input type="checkbox"/> No
Portable equipment and utensils are properly stored after cleaning and sanitation.		<input type="checkbox"/> Yes <input type="checkbox"/> No
Automated, mechanical and electrical equipment must be functioning properly and be adequately designed. Appropriate equipment and/or computer validations have been performed.		<input type="checkbox"/> Yes <input type="checkbox"/> No

### Controlled Document

Only those quality documents viewed through the Giles Chemical electronic Documentation System are officially controlled. All other copies, whether viewed through another computer program or a printed version, are not controlled and, therefore, the Quality Unit at Giles assumes no responsibility for accuracy of the document.

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Equipment logbooks have been maintained for each piece of equipment and include the date of use and nay documentation of cleaning, sanitization, maintenance, etc. (unless the documentation is in the batch record) [21CFR 211.182]		<input type="checkbox"/> Yes <input type="checkbox"/> No
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