
	<b>GILES CHEMICAL ~ PREMIER MAGNESIA</b>		
	<b>Company Form</b>		
	Title: <b>Internal Quality Audit Assignment</b>	Number: <b>Q12-PR-100-F008b</b>	
	Owner: <b>Katherine Cash</b>	Revision: <b>0</b>	
	Effective Date: <b>01/14/13</b>	Page: <b>1 of 1</b>	

Audit Number:		Audit Due Date:	
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Audit Origin:	<input type="checkbox"/> Annual Audit <input type="checkbox"/> CAPA <input type="checkbox"/> Mgmt Review <input type="checkbox"/> Other (explain below)
Origin Reference Number:	
Other (if necessary):	

Auditor:		Department:	
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<b>Lead Auditor: check the box at the left as each item is completed. This checklist must be complete.</b>	
<input type="checkbox"/>	Choose audit team or audit team is assigned.
<input type="checkbox"/>	Meet with audit team, read <i>Internal Quality Audit</i> Q12-PR-100-008 and verify auditor's independence of the audit area(s) before proceeding.
<input type="checkbox"/>	Perform a desk audit of the <i>Giles Quality Manual</i> Q12-PR-100-001 and relevant procedures to verify the scope, duration, etc. of the audit.
<input type="checkbox"/>	Specify the audit assignments.
<input type="checkbox"/>	Check to make sure the area/department to be audited has been notified of the audit date. This should be performed via email.
<input type="checkbox"/>	Perform the audit being careful not to overlook areas within the scope of the audit using the appropriate Internal Audit Checklist.
<input type="checkbox"/>	If necessary, create <i>Audit Non-compliance Report</i> Q12-PR-100-F008l. List any CAPA's on the report.
<input type="checkbox"/>	Maintain all notes, reports, checklists, packets, copies, etc. in a file specific to the audit number.
<input type="checkbox"/>	Sign this form confirming that all audit activities were performed as specified.
<input type="checkbox"/>	Forward any non-compliance reports the area/department manager.

Completed By:		Date:	
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Approved By:	cGMP Coordinator	Date:	
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