
	GILES CHEMICAL ~ PREMIER MAGNESIA		
	Company Procedure		
	Title: Daily Quality Audit	Number: Q12-PR-100-11	
	Owner: Ashley Williams/Louis Martin	Revision: 0	
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1.0 Purpose

1.1 The purpose of this procedure is to describe how to conduct a Daily Quality Audit.

2.0 Scope

2.1 The daily audit applies to finished product in the Manufacturing Warehouse.

3.0 Responsibility

3.1 Quality Associates are responsible for this procedure.

4.0 Safety Considerations

4.1 Observe all Manufacturing safety requirements. Safety glasses and steel toes shoes. Safety is a condition of employment. Employees are not authorized to work in an unsafe manner and are prohibited from harming the environment of the facility or the community.

5.0 Materials/Equipment

5.1 N/A

6.0 Procedure



6.1 Quality Associate will begin audit at Bin #2 and record all observations on *Daily Quality Audit* Q12-PR-100-F011.

6.2 Record name of product and production date.

6.3 Check for busted or dirty bags.

6.3.1 If a bag is busted or dirty, associate will put product on temporary hold and inform Lead Operator. Lead Operator will replace busted or dirty bags.

6.3.2 If necessary expand inspection of pallets and record number of busted or dirty bags in Quality Audit Lab Book. Disposition of product will be determined after results are reviewed by Production and Quality.

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6.4 Check print on bag. Check for legibility and verify date, time and lot number.

6.4.1 If quality of print is unacceptable, associate will put product on hold using *Quality Hold* Q12-FM-100-002 form and inform Production and Quality for approval to initiate pour back procedure.

6.5 Check for unlabeled or mislabeled bags.

6.5.1 If bags are unlabeled or mislabeled inform Lead Operator. Lead Operator will correct labeling error after Quality has verified contents of bag.

6.6 Check for hard salt.

6.6.1 To check for hard salt: push hand against side of bag, if salt gives freely it is considered acceptable.

6.6.2 If there is a slight resistance, salt is classified as crunchy. If there is no give and the salt feels hard, it will be defined as hard salt.

6.6.3 If salt is hard or crunchy, inform Production and Quality. Disposition will be determined based on individual customer requirements.

6.7 Repeat steps 1-6 for all remaining bins.



6.8 Upon completion of audit, Quality will either approve or reject audited product. E-mail the Daily Quality Audit Report to Production and Quality Managers. File hard copy in Quality Department.

7.0 Reference Documents

7.1 *Daily Quality Audit* Q12-PR-100-F011

7.2 *Quality Hold* Q12-FM-100-002

8.0 Amendment Record

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Revision Number	Revision Date	Revision Author	Revision Description
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