
	GILES CHEMICAL ~ PREMIER MAGNESIA				
	Company Procedure				
	Title: Daily Quality Audit		Number: R12-PR-100-F001		
	Owner: Jeff Hill		Revision: 02		
Effective Date: 5/29/2013		Page: 1 of 1			

Line # _____ Shift/Date: _____ / _____ Operator: _____

Time (Appx every 2 hrs)							
Product							
WEIGHT CHECK	1						
	2						
	3						
DROP TEST	1						
	2						
	3						
Incoming Salt Inspection Form							
FRAGRANCE WGT							
SMELL	P	F	P	F	P	F	P
1 SEAL							
2 ARTWORK							
3. LEGIBILITY OF DC							
4. EMPTY CARTON WGT							
DOCUMENT CHECK							
DATE CODE: BOX							
POUCH / CARTON							
VERIFY DATE CODE: BOX							
POUCH / CARTON							
Auditor Signature:							
Once per Shift		Appearance Index					
DISPERSION TEST		C/O=Change over				MP= Missing Print	
TEMP/HUMIDITY		A=Angled		B=Bold		D=Distorted	
Appearance Clean?	Y	N	S=Straight		C=Clear		R=Rejected
			NS=Not Sealed				W=Wrinkled
COMMENTS					Scale verification (Once Daily)		
					Scale #: Weight: P F		
					<i>Complete once daily. (Day Shift) On the first audit weigh a pouch document it and carry it with you to the next scale and verify weight using the same pouch on every scale. Results must be within +/- .05 lbs of each other.</i>		

Reviewed by/ date: _____

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