
	GILES CHEMICAL ~ PREMIER MAGNESIA			
	Company Procedure			
	Title: Daily Quality Audit		Number: R12-PR-100-F001	
	Owner: Jeff Hill		Revision: 03	
Effective Date: 8/20/2013		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	F
1 SEAL									
2 ARTWORK									
3. LEGIBILITY OF DC									
4. EMPTY CARTON WGT									
DOCUMENT CHECK									
DATE CODE:									
BOX									
POUCH / CARTON									
VERIFY DATE CODE:	BOX		BOX		BOX		BOX		BOX
	Carton/Pouch		Carton/Pouch		Carton/Pouch		Carton/Pouch		Carton/Pouch
Auditor Signature:									
Once per Shift:		Appearance Index							
DISPERSION TEST		C/O=Change Over / NS=Not Sealed / MP= Missing Print / W=Wrinkled							
TIME/TEMP/HUMIDITY / /		A=Angled / B=Bold / S=Straight / D=Distorted / C=Clear / R=Rejected							
Appearance Clean? Y N									
		Scale verification (Once Daily)							
		Lb. Scale #: Weight: P F							
		G. Scale #: Weight: P F							
		Complete as soon as possible in the morning or when line starts-up: Use the three pound weight to verify all four lb scales and the 50 g weight to verify all three gram scales are within limits.							
Safety / GMP Issues:		Lb = +/- .05 / Gram = +/- .02							
<i>Acknowledged by:</i>									

Reviewed by/ date: _____

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