
	<b>PREMIER MAGNESIA - GILES CHEMICAL</b>			
	<b>COMPANY PROCEDURE</b>			
	Title: <b>Daily Quality Audit</b>	Page : 1 of 2	Revision : <b>00</b> Effective Date : <b>8/20/2012</b>	
Author: <b>Ashley Williams/Louis Martin</b>		Procedure Number: <b>QA-08</b>		

**Safety:**

Observe all Manufacturing safety requirements. Safety glasses and steel toe shoes.

**Personnel Responsible:**

Quality Associate

**Purpose:**

To describe how to conduct a Daily Quality Audit of finished product in Main Plant Warehouse.

**Procedure:**

Quality Associate will begin audit at Bin #2 and record all observations on form QA-08-F1.

1) Record name of product.

2) Record production date.

3) Check for busted or dirty bags.

3a) 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.

3b) 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 Managers.

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

4a) If quality of print is unacceptable, Associate will put product on immediate hold and inform Production and Quality Managers for approval to initiate pour back procedure.

5) Check for unlabeled or mislabeled bags.

5a) If bags are unlabeled or mislabeled inform Lead Operator. Lead Operator will correct labeling error after Quality has verified contents of bag.

6) Check for hard salt.

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

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.

6a) If salt is hard or crunchy inform Production and Quality Managers. Disposition will be determined based on individual customer requirements.

7) Repeat steps 1-6 for all remaining bins.

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.

[illegible]