
	GILES CHEMICAL ~ PREMIER MAGNESIA		
	Company Form		
	Title: Internal Quality Audit Assignment	Number: Q12-PR-100-F008b	
	Owner: Deborah Durbin	Revision: 1	
	Effective Date: 05/01/16	Page: 1 of 1	

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:	
Auditor:		Department:	

Lead Auditor: check the box at the left as each item is completed. This checklist must be complete.	
<input type="checkbox"/>	Audit Team has been assigned.
<input type="checkbox"/>	Meet with audit team, read <i>Internal Quality Audit (Q12-PR-100-008)</i> and verify auditors' independence of the audit area(s).
<input type="checkbox"/>	Perform a desk audit, reviewing area audit check list, relevant quality procedures and <i>Giles Quality Manual (Q12-PR-100-001)</i> to verify the scope, duration, etc. of the audit.
<input type="checkbox"/>	Specify the audit team members' assignments.
<input type="checkbox"/>	Contact the manager of the area/department to be audited to schedule the audit date. This should be performed via email.
<input type="checkbox"/>	Conduct the audit using the appropriate <i>Internal Audit Checklist</i> .
<input type="checkbox"/>	If necessary, complete an <i>Audit Non-compliance Report (Q12-PR-100-F008l)</i> for each finding.
<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 the completed audit files to the Quality Coordinator or Designee for review.

Completed By:		Date:	
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Approved By:		Date:	
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Controlled Document

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