
	GILES CHEMICAL ~ PREMIER MAGNESIA		
	Company Form		
	Title: Internal Audit Checklist – Internal Quality Audits	Number: Q12-PR-100-F008k	
	Owner: Deborah Durbin	Revision: 0	
	Effective Date: 12/19/12	Page: 1 of 1	

Audit #: _____ Auditor(s): _____ Date: _____

Internal Quality Audits	Document(s) Reviewed/Person(s) Interviewed/Objective Evidence/Comments:	Conforms to Requirements
There a documented procedure for conducting audits and reporting results.		<input type="checkbox"/> Yes <input type="checkbox"/> No
The internal quality audit process determines whether the quality management system: <ul style="list-style-type: none"> • Conforms to planned requirements • Complies to applicable requirements in the Quality Manual • Conforms to applicable FDA and cGMP requirements as defined in the Quality Manual. • Conforms to quality management systems • Is effectively implemented and maintained 		<input type="checkbox"/> Yes <input type="checkbox"/> No
There evidence to confirm that audits are conducted at scheduled intervals based upon: <ul style="list-style-type: none"> • The status and importance of the processes and areas to be audited. • The result of previous audits. 		<input type="checkbox"/> Yes <input type="checkbox"/> No
The audit criteria, scope, frequency and methods been defined.		<input type="checkbox"/> Yes <input type="checkbox"/> No
There is evidence to show that audits are objective and impartial of the audit process.		<input type="checkbox"/> Yes <input type="checkbox"/> No
Management is responsible for the area being audited to ensure that corrective actions are taken to eliminate non-conformities.		<input type="checkbox"/> Yes <input type="checkbox"/> No
The non-conformity follow up activities include the verification of the actions taken and the reporting of results.		<input type="checkbox"/> Yes <input type="checkbox"/> No

Controlled Document

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