
	<b>GILES CHEMICAL ~ PREMIER MAGNESIA</b>		
	<b>Company Form</b>		
	Title: <b>Internal Audit Checklist – Internal Quality Audits</b>	Number: <b>Q12-PR-100-F008k</b>	
	Owner: <b>Deborah Durbin</b>	Revision: <b>0</b>	
	Effective Date: <b>05/04/16</b>	Page: <b>1 of 1</b>	

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"> <li>• Conforms to planned requirements</li> <li>• Complies to applicable requirements in the Quality Manual</li> <li>• Conforms to applicable FDA and cGMP requirements as defined in the Quality Manual.</li> <li>• Conforms to quality management systems</li> <li>• Is effectively implemented and maintained</li> </ul>		<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"> <li>• The status and importance of the processes and areas to be audited.</li> <li>• The result of previous audits.</li> </ul>		<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

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