1.0 Purpose

The purpose of this procedure is to describe how to conduct a Daily Quality Audit.

2.0 Scope

The Daily Quality Audit applies to finished product in the Manufacturing Warehouse.

3.0 Responsibility

Quality Associates are responsible for this procedure.

4.0 Safety Considerations

Observe all Manufacturing safety requirements. Safety glasses and steel toed shoes are required at a minimum.

Safety is a condition of employment. Employees are not authorized to work in an unsafe manner and are prohibited from harming the environment of the facility or the community.

5.0 Materials/Equipment

Moisture Meter
Slide Hammer

6.0 Procedure

Quality Associate will begin audit at Bin #2 and record all observations on *Daily Quality Audit* form *(P12-QA-100-F077).*
If any of the following parameters do not meet the established Quality criteria a *Quality Hold* placard *(Q12-FM-100-002)* should be placed on the product.

1. Record the name of product, lot number and production date.
    - This information comes from the packaging film and print on the side of the bag for 50 lb product and from the tag or placard on the Super Sacks.
2. Check for busted or dirty bags.
    - If a bag is busted or dirty, associate will put product on hold using Quality Hold form and inform Lead Operator. Lead Operator will replace busted or dirty bags.

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

    - If quality of print is unacceptable, associate will put product on hold using *Quality Hold* form and inform Quality and Production for final disposition.

4. Check for unlabeled or mislabeled bags.

    - If bags are unlabeled or mislabeled, associate will put product on hold using *Quality Hold* placard and inform Lead Operator. If possible the Lead Operator will correct labeling error after Quality has verified the contents of the bag, unless the traceability would be affected.

5. Check for hard salt.

    - To check for hard salt: push hand against the side of the 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.
    - If salt is hard or crunchy, inform Quality and Production. Disposition will be determined based on individual customer requirements and approved by Quality.

6. Check Liners (2 sacks per bin).

    - If a bin contains super sacks then at least two of them should be opened and the liners inspected for holes in the neck or top.
    - If a hole is found in the liner then note it in the column and place the super sack on Quality Hold. Disposition will be determined based on individual customer requirements and approved by Quality.
    - If the super sacks don't have liners then note "No Liners" in the block.

7. Repeat steps 1-5 for all remaining bins.

Quality Hold placards should only be removed following the review of Quality and Production. All *Quality Hold* placards will be returned and maintained with the daily Quality records. Final disposition of all products will be determined by Quality and Production, and approved by Quality.

8. All bins containing Super Sacks will need to be hammer tested and have the moisture level recorded. This information is for an ongoing study and does not affect the quality of the finished product.

9. Temperature and Humidity are recorded from the thermo-hygrometer located on the receiving shelves by the palletizer.

10. Bulk density testing is performed in the lab each morning, and throughout the day, following *Determination of Bulk Density for Crystalline Salt (Q12-PR-100-023).* Record the bulk density and the time when the test was performed.

11. Upon completion of audit, Quality will either approve or reject audited product. E-mail the Daily Quality Audit Report to the Quality Manager, Production Manager, and the Director of Operations. File hard copy in Quality Department. All Daily Quality Audits will be retained for a period of four years.

7.0 Reference Documents

Daily Quality Audit (P12-QA-100-F077)
Quality Hold (Q12-FM-100-002)
Determination of Bulk Density for Crystalline Salt (Q12-PR-100-023)

8.0 Change Information

New Document