|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Main Giles Logo  *MAGNESIA, LLC* | **GILES CHEMICAL ~ PREMIER MAGNESIA** | | |  |
| **Company Procedure** | | |
| Title: Daily Quality Audit | | Number: R12-PR-100-F001 |
| Owner: Jeff Hill |  | Revision: 02 |
|  | Effective Date: 5/29/2013 |  | Page: 1 of 1 |  |

Line # \_\_\_\_\_\_ Shift/Date: \_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_ Operator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Time (Appx every 2 hrs) |  |  |  | |  | | |  |  |
| Product |  |  |  | |  | | |  |  |
| WEIGHT CHECK 1 |  |  |  | |  | | |  |  |
| 2 |  |  |  | |  | | |  |  |
| 3 |  |  |  | |  | | |  |  |
| DROP TEST 1 |  |  |  | |  | | |  |  |
| 2 |  |  |  | |  | | |  |  |
| 3 |  |  |  | |  | | |  |  |
| Incoming Salt Inspection Form |  |  |  | |  | | |  |  |
| FRAGRANCE WGT |  |  |  | |  | | |  |  |
| \_\_\_\_\_\_\_\_\_\_\_\_ SMELL | P F | P F | P F | | P F | | | P F | P F |
| 1 SEAL |  |  |  | |  | | |  |  |
| 2 ARTWORK |  |  |  | |  | | |  |  |
| 3. LEGIBILITY OF DC |  |  |  | |  | | |  |  |
| 4. EMPTY CARTON WGT |  |  |  | |  | | |  |  |
| DOCUMENT CHECK |  |  |  | |  | | |  |  |
| ***DATE CODE:*** BOX    POUCH / CARTON |  |  |  | |  | | |  |  |
|  |  |  | |  | | |  |  |
| *VERIFY DATE CODE:* BOX    POUCH / CARTON |  |  |  | |  | | |  |  |
|  |  |  | |  | | |  |  |
| Auditor Signature: |  |  |  | |  | | |  |  |
| ***Once per Shift*** | | ***Appearance Index*** | | | | | | | |
| DISPERSION TEST |  | C/O=Change over | | | | MP= Missing Print | | | |
| TEMP/HUMIDITY |  | A=Angled | | B=Bold | | D=Distorted | | | |
| Appearance Clean? | Y N | S=Straight | | C=Clear | | R=Rejected | | | |
|  | | NS=Not Sealed | | | | W=Wrinkled | | | |
| **COMMENTS** | | | | | | | **Scale verification (Once Daily)** | | |
|  | | | | | | | Scale #: Weight: P F | | |
|  | | | | | | | *Complete once daily. (Day Shift)*  *On the first audit weigh a pouch document it and carry it with you to the next scale and verify weight using the same pouch on every scale. Results must be within +/- .05 lbs of each other.* | | |
|  | | | | | | |
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*Reviewed by/ date:* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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