|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Main Giles Logo  *MAGNESIA, LLC* | **GILES CHEMICAL ~ PREMIER MAGNESIA** | | |  |
| **Company Procedure** | | |
| Title: Daily Quality Audit | | Number: R12-PR-100-F001 |
| Owner: Jeff Hill |  | Revision: 03 |
|  | Effective Date: 8/20/2013 |  | 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 | |
| 1 SEAL |  | | |  | |  | | |  | |  | |
| 2 ARTWORK |  | | |  | |  | | |  | |  | |
| 3. LEGIBILITY OF DC |  | | |  | |  | | |  | |  | |
| 4. EMPTY CARTON WGT |  | | |  | |  | | |  | |  | |
| DOCUMENT CHECK |  | | |  | |  | | |  | |  | |
| ***DATE CODE:***  BOX |  | | |  | |  | | |  | |  | |
| POUCH / CARTON |  | | |  | |  | | |  | |  | |
| ***VERIFY DATE CODE:*** | BOX |  | | BOX |  | BOX |  | | BOX |  | BOX |  |
| Carton/Pouch |  | | Carton/Pouch |  | Carton/Pouch |  | | Carton/Pouch |  | Carton/Pouch |  |
| Auditor Signature: |  | | |  | |  | | |  | |  | |
| ***Once per Shift:*** | | | ***Appearance Index*** | | | | | | | | | |
| DISPERSION TEST | | | C/O=Change Over / NS=Not Sealed / MP= Missing Print / W=Wrinkled | | | | | | | | | |
| TIME/TEMP/HUMIDITY / / | | | A=Angled / B=Bold / S=Straight / D=Distorted / C=Clear / R=Rejected | | | | | | | | | |
| Appearance Clean? Y N | | | | | | | | | | | | |
|  | | | | | | | | **Scale verification (Once Daily)** | | | | |
|  | | | | | | | | Lb. Scale #: Weight: P F | | | | |
|  | | | | | | | | G. Scale #: Weight: P F | | | | |
|  | | | | | | | | *Complete as soon as possible in the morning or when line starts-up: Use the three pound weight to verify all four lb scales and the 50 g weight to verify all three gram scales are within limits.*  **Lb = +/- .05 / Gram = +/- .02** | | | | |
|  | | | | | | | |
| **Safety / GMP Issues:** | | | | | | | |
|  | | | | | | | |
|  | | | | | | | |  | | | | |
| *Acknowledged by:* | | | | | | | | | | | | |

*Reviewed by/ date:* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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