

Pharmaceutical Production QC Audit Template

Audit Information

Audit Date:

Auditor(s):

Department:

Product/Batch:

Location:

Checklist

Audit Item	Yes	No	Comments
Raw materials are correctly labeled and stored	<input type="checkbox"/>	<input type="checkbox"/>	
Equipment is clean and maintained	<input type="checkbox"/>	<input type="checkbox"/>	
Batch records are completed and signed	<input type="checkbox"/>	<input type="checkbox"/>	
Environmental conditions meet specifications	<input type="checkbox"/>	<input type="checkbox"/>	
Final products are properly tested and inspected	<input type="checkbox"/>	<input type="checkbox"/>	
Personnel follow gowning and hygiene procedures	<input type="checkbox"/>	<input type="checkbox"/>	
Proper segregation of materials and products	<input type="checkbox"/>	<input type="checkbox"/>	
Appropriate labeling of status and quarantine areas	<input type="checkbox"/>	<input type="checkbox"/>	
Deviations or issues are documented and investigated	<input type="checkbox"/>	<input type="checkbox"/>	

Observations & Non-conformities

Corrective Actions

Auditor Signature:

Date:

Reviewed by:

