	GILES CHEMICAL ~ A DIVISION OF PREMIER CHEMICAL LLC		
	COMPANY PROCEDURE		
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	Author: Jason Bumgarner Report #: MANUF-RM-06		

Personnel responsible:

- Material Handlers and Lead Operators in their absence

Safety equipment:

- All safety glasses and appropriate safety apparel is to be worn at all times.

Summary:

- This procedure describes the steps involved in and the responsibility of releasing and empty MgO Car.

Procedure:

- Follow the MgO Unloading Procedure for handling MgO cars – this Procedure is just for filling out the “MgO Car History Log”
 - When and MgO car is spotted by the rail road the Material Handler or designate is responsible for printing out a new MgO Car History Log for the car.
 - Each MgO car gets its on log.
 - All appropriate information is to be filled in before Hooking up a car for unloading
 - The car number
 - Time spotted
 - Seal Number
 - The car can then be sampled, hooked up and dumped following the MgO Unloading procedure
 - If the operator is unable to finish dumping car during their shift, the next shift takes over on the log. Initialing beside each section they are responsible for.
 - Each section MUST be initialed by responsible person.
 - The amount in the car is to be checked each Morning at 07:00
 -
 - If there are issues with a car it is the responsibility of the Operator to fill out all information involved with the car. This will be the only record of problems or issues with this car.
 - Once the car is finished unloading and all appropriate measure have been made, the Material Handler or Lead Operator is to sign the log stating

“I have physically looked in this MgO car and declare it empty and ready to return”

* When signing this statement Operators are taking responsibility for this car.

- Operators are to notify Quality department that the car is ready and completed log is to be placed with all other completed shift work logs to be picked up and filled by Quality department.



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MgO Car History Log

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SAMPLE LOG SHEET

MgO Car History Log

MgO Car Number: _____ ~ _____ *Initials*

Product Type: _____ ~ _____

Date & Time Spotted: _____ ~ _____

Seal Number: _____ ~ _____

Sample taken: _____ *Yes / No* ~ _____

Unloading into Silo #: _____ ~ _____

Date & Time Hooked up: _____ ~ _____

Low list number of FULL hoppers at 07:00 each day

Date - ____/____/____ of ____ ~ _____

Date - ____/____/____ of ____ ~ _____

Date - ____/____/____ of ____ ~ _____

Date - ____/____/____ of ____ ~ _____

Date - ____/____/____ of ____ ~ _____

Date - ____/____/____ of ____ ~ _____

Problems with car:

"I have physically looked in this MgO car and declare it empty and ready to return"

Signature

Date

Operator must initial each blank that they fill in.

Circle Yes or No and Initial when sample is taken

This may run into another shift. Only put information and initial beside what you are responsible for

5 of 5 means
5 full hoppers of a 5 hopper car


3 of 5 means
3 full hoppers of a 5 hopper car

1 of 4 means
1 full hopper left on a 4 hopper car

Write down any problems or issues you have with the car. This is the only way we can track car problems

When car is finished dumping, car is unhooked and checked the Operator is to sign official release of the car.

This signature is stating Operator takes responsibility or ownership for releasing this car as empty

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TRAINING DOCUMENTATION

	EMPLOYEE	TITLE	SIGNATURE	DATE
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
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12				
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