

## GILES CHEMICAL ~ PREMIER MAGNESIA

**Company Form** 

Title: Training Log – Lead Operator Number: P13-FM-100-004
Owner: Lee Cagle Revision: 0

Effective Date: 04/05/13 Page: 1 of 3



The	following	g training	is to be	completed b	v Lead O	perator by	•
• /	, .	, ,			/		

Employee:	Position: Lead Operator	Date Position Entered:
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Section	Description	Initials	Date
Quality	<ul> <li>Safety and Housekeeping Policy - #P12-PL-100-001</li> <li>Safety and Housekeeping Audit - #Q12-FM-100-004</li> <li>ID and Use of SCR Codes - On The Job Training</li> <li>Using the Documentation System - Hands on Training</li> </ul>		
Safety	<ul> <li>Pre-Shift Forklift Inspections- #P12-PR-200-067</li> <li>Daily Checklist for Forklifts- #P12-PR-200-F067</li> <li>Forklift Training – Course and Hands On</li> <li>Evacuation - #S12-PR-200-003</li> </ul>		
Bagger, Dryer, Palletizer	<ul> <li>Bagger Cleaning Procedure- #P12-PR-100-034</li> <li>Bagger Operation Procedure- #P12-PR-100-035</li> <li>Bagger Calibration Procedure- #P12-PR-100-036</li> <li>Palletizer Procedure- #P12-PR-200-039</li> <li>Bag Weight Checks and Control Chart- #P12-PR-100-040</li> <li>Daily Checks- #P12-PR-100-041</li> <li>Bagger - Startup &amp; Shut Down- #P12-PR-100-042</li> <li>Bagger - Troubleshooting- #P12-PR-200-043</li> <li>Dryer Air Dehumidifier- #P12-PR-200-044</li> <li>Screener Break- #P12-PR-100-045</li> <li>Centrifuge- #P12-PR-200-037</li> <li>Checking the Centrifuge Basket- #P12-PR-200-046</li> </ul>		
Shipping	<ul> <li>ID of Pallets and Super Sacks- #P12-PR-200-072</li> <li>Crystal Product Truck Loading- #P12-PR-200-001</li> <li>Liquid Loading System- #P12-PR-200-069</li> <li>Releasing Day Shift Liquid Loads- #P12-PR-100-068</li> </ul>		
Raw Materials	<ul> <li>Manually Filling Day Hopper- #P12-PR-200-003</li> <li>Acid Tanks and Supply Pumps- #P12-PR-200-004</li> <li>Acid Unloading Procedure- #P12-PR-200-005</li> <li>MgO Unloading Procedure- #P12-PR-200-006</li> </ul>		

## **Controlled Document**



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Raw Materials	<ul> <li>Acid History Log Procedure- #P12-PR-200-007</li> <li>MgO History Log Procedure- #P12-PR-200-008</li> <li>Unloading Acid Trucks- #P12-PR-200-009</li> </ul>	 
Digesters	<ul> <li>Monitoring System Alarms - #P12-PR-200-010</li> <li>Pressure Washing the K-S Filter Press - #P12-PR-200-018</li> <li>Starting Digester From Empty - #P12-PR-200-011</li> <li>Digester Operations - #P12-PR-200-012</li> <li>Starting and Stopping Digesters - #P12-PR-200-013</li> <li>Mother Liquor Management - #P12-PR-200-014</li> <li>Cleaning the MgO Mix Pot - #P12-PR-200-015</li> <li>Altering Filter Press Settings - #P12-PR-200-016</li> <li>Operating the K-S Filter Press - #P12-PR-200-017</li> <li>Operation of the Liquid Load pH Meter - #P12-PR-100-019</li> <li>Operating the Small Press - #P12-PR-200-021</li> <li>Operating the Scrap Tank - #P12-PR-200-022</li> <li>Loading Liquid Loads From the Crystallizer - #P12-PR-200-023</li> <li>Operating the ACS Filter Press - #P12-PR-200-024</li> <li>Filter Press Set Points - #P12-PR-200-020</li> <li>Digester Troubleshooting Flowchart - #P12-PR-200-025</li> </ul>	
Crystallizer	<ul> <li>Crystallizer Operations - #P12-PR-200-026</li> <li>Mass Flow Density Loop Washout - #P12-PR-200-027</li> <li>Filling and Starting Crystallizer - #P12-PR-200-028</li> <li>Fine Salt Loop - #P12-PR-200-030</li> <li>Crystallizer Shutdown (Temporary) - #P12-PR-200-031</li> <li>Crystallizer Extended Shutdown - #P12-PR-200-032</li> <li>Evaluating Suspended Solids - #P12-PR-200-029</li> <li>Dumping and Washing a Crystallizer - #P12-PR-200-033</li> </ul>	
Technical	<ul> <li>Electrical Outage Recovery - #P12-PR-200-054</li> <li>Process Temperatures - #P12-PR-200-059</li> <li>Power Out 5 Minutes - #P12-PR-200-060</li> <li>Adjusting the Electronic Density Meter - #P12-PR-200-051</li> <li>Restarting Monitoring System Screen - #P12-PR-200-052</li> <li>Restarting Monitoring System Server - #P12-PR-200-053</li> <li>30 Tons per Shift Production Rate - #P12-PR-200-058</li> <li>55 Tons per Shift Production Rate - #P12-PR-200-061</li> <li>70 Tons per Shift Production Rate - #P12-PR-200-057</li> </ul>	



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Technical	<ul> <li>85 Tons per Shift Production Rate - #P12-PR-200-055</li> <li>93 Tons per Shift Production Rate - #P12-PR-200-062</li> <li>Voluntary Electrical Shutdown - #P12-PR-200-063</li> </ul>	
Forms	<ul> <li>Digester Log - #P12-FM-100-006</li> <li>Vacuum Log - #P12-FM-100-007</li> <li>Daily Bag Production Report - #P12-FM-100-009</li> <li>Pallet Count Log - #P12-FM-100-010</li> <li>Shift Change Report - #P12-FM-100-011</li> <li>Press Life Log - #P12-FM-200-012</li> <li>Pour Back Log - #P12-FM-200-013</li> <li>Clean Day Log - #P12-FM-100-017</li> <li>Arch Testing Log - #P13-PR-100-F070</li> <li>Work Request Form - #P12-FM-200-020</li> <li>Daily Duties Checklist - #P12-FM-200-021</li> <li>Warehouse Rack Check - #P13-PR-100-F071a</li> <li>Upper Warehouse Diagram - #P13-PR-100-F071b</li> <li>Crystallizer Dump Log - #P12-FM-200-023</li> <li>Acid Gear Checks Sheet - #P12-FM-200-026</li> <li>Daily Weight Check Sheet - #P12-FM-100-014</li> <li>SS Machine - Weight Check - #P12-FM-100-015</li> <li>16.8 Kg Weight Check Sheet - #P12-FM-100-016</li> </ul>	
Miscellaneous	<ul> <li>Using the Pressure Washer - #P12-PR-200-066</li> <li>Arch Testing – Manufacturing - #P13-PR-100-070</li> <li>Trouble Shooting Ideas - #P12-PR-200-075</li> </ul>	 

Plant Manager:	Date: