

**GILES CHEMICAL ~ PREMIER MAGNESIA****Company Form**Title: **Training Log – Assistant/Salt Operator** Number: **P13-FM-100-001**Owner: **Ashley Williams**Revision: **1**Effective Date: **04/15/16**Page: **1 of 2**

*The following training is to be completed by Assistant/Salt Operator by: \_\_\_\_\_*

*Employee: \_\_\_\_\_ Position: Assistant/Salt Operator Date Position Entered: \_\_\_\_\_*

Section	Description	Initials	Date
<b>Quality</b>	<ul style="list-style-type: none"><li>• Manufacturing Safety and Housekeeping Policy - #P12-PL-100-001</li><li>• Manufacturing Safety and Housekeeping Audit - #Q12-FM-100-004</li><li>• Manufacturing Cleaning Procedure - #P15-PR-100-094</li><li>• ID and Use of SCR Codes – <b>On The Job Training</b></li><li>• Using the Documentation System – <b>Hands on Training</b></li></ul>	_____ _____ _____ _____ _____	_____ _____ _____ _____ _____
<b>Safety</b>	<ul style="list-style-type: none"><li>• Manufacturing Evacuation Procedure - #S12-PR-200-003</li><li>• Pre-Shift Fork Truck Inspection - #S14-PR-200-099</li><li>• Daily Checklist for Forklifts - #S14-PR-200-F099</li><li>• Forklift Training – <b>Course and Hands On</b></li></ul>	_____ _____ _____ _____	_____ _____ _____ _____
<b>Bagger, Dryer, Palletizer</b>	<ul style="list-style-type: none"><li>• Super Sack Operation - #P15-PR-100-093</li><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>• Bagger - Daily Checks - #P12-PR-100-041</li><li>• Bagger - Startup &amp; Shut Down - #P12-PR-100-042</li><li>• Bagger – Troubleshooting</li><li>• Dryer Air Dehumidifier - #P12-PR-200-044</li><li>• Screener Break</li></ul>	_____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____	_____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____
<b>Shipping</b>	<ul style="list-style-type: none"><li>• Pallet &amp; Super Sack I.D. Procedure</li></ul>	_____	_____
<b>Digesters</b>	<ul style="list-style-type: none"><li>• Monitoring System Alarms - #P12-PR-200-010</li><li>• Pressure Washing the K-S Filter Press - #P12-PR-200-018</li></ul>	_____ _____	_____ _____

**Controlled Document**

Only those quality documents viewed through the Giles Chemical electronic Documentation System are officially controlled. All other copies, whether viewed through another computer program or a printed version, are not controlled and, therefore, the Quality Unit at Giles assumes no responsibility for accuracy of the document

**GILES CHEMICAL ~ PREMIER MAGNESIA****Company Form**Title: **Training Log – Assistant/Salt Operator** Number: **P13-FM-100-001**Owner: **Ashley Williams** Revision: **1**Effective Date: **04/15/16** Page: **2 of 2**

<b>Technical</b>	<ul style="list-style-type: none"><li>• Electrical Outage Recovery</li><li>• Power Out 5 for Minutes List</li><li>• Process Temperatures</li></ul>	_____	_____
<b>Forms</b>	<ul style="list-style-type: none"><li>• Dryer Salt Temp Log - <b>#P12-FM-100-005</b></li><li>• Pallet Count Log - <b>#P12-FM-100-010</b></li><li>• Daily Dryer/Cooler Temperature Log - <b>#P15-FM-200-056</b></li><li>• Weekly Clean Day Log - <b>#P12-FM-100-017</b></li><li>• Daily Duties Checklist - <b>#P12-FM-100-021</b></li></ul>	_____	_____
<b>Miscellaneous</b>	<ul style="list-style-type: none"><li>• Using the Pressure Washer</li></ul>	_____	_____

Plant Manager: \_\_\_\_\_ Date: \_\_\_\_\_

**Controlled Document**

Only those quality documents viewed through the Giles Chemical electronic Documentation System are officially controlled. All other copies, whether viewed through another computer program or a printed version, are not controlled and, therefore, the Quality Unit at Giles assumes no responsibility for accuracy of the document