
	GILES CHEMICAL ~ PREMIER MAGNESIA		
	Company Form		
	Title: Daily Duties Checklist	Number: P12-FM-100-021	
	Owner: Kenneth Basehore	Revision: 3	
	Effective Date: 08/08/2018	Page: 1 of 11	

Shift:

☐ A ☐ B ☐ C ☐ D


Date: \_\_\_\_\_ D / N


Performed by: \_\_\_\_\_

	Item	7:00 – 9:00	10:00 – 12:00	2:00 – 4:00	5:00 – 7:00	Comment
Roof Level	C1 Vacuum pump seal water	<input type="checkbox"/> Correct <input type="checkbox"/> Not correct	n/a	n/a	n/a	
	C2 Vacuum pump seal water	<input type="checkbox"/> Correct <input type="checkbox"/> Not correct	n/a	n/a	n/a	
	C3 Vacuum pump seal water	<input type="checkbox"/> Correct <input type="checkbox"/> Not correct	n/a	n/a	n/a	
	C4 Vacuum pump seal water	<input type="checkbox"/> Correct <input type="checkbox"/> Not correct	n/a	n/a	n/a	
	C5 Vacuum pump seal water	<input type="checkbox"/> Correct <input type="checkbox"/> Not correct	n/a	n/a	n/a	
	C6 Vacuum pump seal water	<input type="checkbox"/> Correct <input type="checkbox"/> Not correct	n/a	n/a	n/a	

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	Item	7:00 – 9:00	10:00 – 12:00	2:00 – 4:00	5:00 – 7:00	Comment
Third Mezzanine Level	C1 Vacuum gage	<input type="checkbox"/> Washed <input type="checkbox"/> Not washed	<input type="checkbox"/> Washed <input type="checkbox"/> Not washed	<input type="checkbox"/> Washed <input type="checkbox"/> Not washed	<input type="checkbox"/> Washed <input type="checkbox"/> Not washed	
	C1 Large vapor pipe	<input type="checkbox"/> Clear <input type="checkbox"/> Not clear	n/a	n/a	n/a	
	C1 Levels	Setpoint: DCS: Physical:	Setpoint: DCS: Physical:	Setpoint: DCS: Physical:	Setpoint: DCS: Physical:	
	C2 Vacuum gage	<input type="checkbox"/> Washed <input type="checkbox"/> Not washed	<input type="checkbox"/> Washed <input type="checkbox"/> Not washed	<input type="checkbox"/> Washed <input type="checkbox"/> Not washed	<input type="checkbox"/> Washed <input type="checkbox"/> Not washed	
	C2 Large vapor pipe	<input type="checkbox"/> Clear <input type="checkbox"/> Not clear	n/a	n/a	n/a	
	C2 Levels	Setpoint: DCS: Physical:	Setpoint: DCS: Physical:	Setpoint: DCS: Physical:	Setpoint: DCS: Physical:	
	C3 Vacuum gage	<input type="checkbox"/> Washed <input type="checkbox"/> Not washed	<input type="checkbox"/> Washed <input type="checkbox"/> Not washed	<input type="checkbox"/> Washed <input type="checkbox"/> Not washed	<input type="checkbox"/> Washed <input type="checkbox"/> Not washed	
	C3 Large vapor pipe	<input type="checkbox"/> Clear <input type="checkbox"/> Not clear	n/a	n/a	n/a	
	C3 Levels	Setpoint: DCS: Physical:	Setpoint: DCS: Physical:	Setpoint: DCS: Physical:	Setpoint: DCS: Physical:	

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Third Mezzanine Level	C4 Vacuum gage	<input type="checkbox"/> Washed <input type="checkbox"/> Not washed	<input type="checkbox"/> Washed <input type="checkbox"/> Not washed	<input type="checkbox"/> Washed <input type="checkbox"/> Not washed	<input type="checkbox"/> Washed <input type="checkbox"/> Not washed	
	C4 Large vapor pipe	<input type="checkbox"/> Clear <input type="checkbox"/> Not clear	n/a	n/a	n/a	
	C4 Levels	Setpoint: DCS: Physical:	Setpoint: DCS: Physical:	Setpoint: DCS: Physical:	Setpoint: DCS: Physical:	
	C5 Vacuum gage	<input type="checkbox"/> Washed <input type="checkbox"/> Not washed	<input type="checkbox"/> Washed <input type="checkbox"/> Not washed	<input type="checkbox"/> Washed <input type="checkbox"/> Not washed	<input type="checkbox"/> Washed <input type="checkbox"/> Not washed	
	C5 Large vapor pipe	<input type="checkbox"/> Clear <input type="checkbox"/> Not clear	n/a	n/a	n/a	
	C5 Levels	Setpoint: DCS: Physical:	Setpoint: DCS: Physical:	Setpoint: DCS: Physical:	Setpoint: DCS: Physical:	
	C6 Vacuum gage	<input type="checkbox"/> Washed <input type="checkbox"/> Not washed	<input type="checkbox"/> Washed <input type="checkbox"/> Not washed	<input type="checkbox"/> Washed <input type="checkbox"/> Not washed	<input type="checkbox"/> Washed <input type="checkbox"/> Not washed	
	C6 Large vapor pipe	<input type="checkbox"/> Clear <input type="checkbox"/> Not clear	n/a	n/a	n/a	
	C6 Levels	Setpoint: DCS: Physical:	Setpoint: DCS: Physical:	Setpoint: DCS: Physical:	Setpoint: DCS: Physical:	

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	Item	7:00 – 9:00	10:00 – 12:00	2:00 – 4:00	5:00 – 7:00	Comment
Second Mezzanine Level	C1 3" Vent Line	<input type="checkbox"/> Clear <input type="checkbox"/> Not clear	n/a	n/a	n/a	
	C2 3" Vent Line	<input type="checkbox"/> Clear <input type="checkbox"/> Not clear	n/a	n/a	n/a	
	C3 3" Vent Line	<input type="checkbox"/> Clear <input type="checkbox"/> Not clear	n/a	n/a	n/a	
	C4 3" Vent Line	<input type="checkbox"/> Clear <input type="checkbox"/> Not clear	n/a	n/a	n/a	
	C5 3" Vent Line	<input type="checkbox"/> Clear <input type="checkbox"/> Not clear	n/a	n/a	n/a	
	C6 3" Vent Line	<input type="checkbox"/> Clear <input type="checkbox"/> Not clear	n/a	n/a	n/a	

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	Item	7:00 – 9:00	10:00 – 12:00	2:00 – 4:00	5:00 – 7:00	Comment
Second Mezzanine Level	D1 Mix pot line	<input type="checkbox"/> Clear <input type="checkbox"/> Clogged	<input type="checkbox"/> Clear <input type="checkbox"/> Clogged	<input type="checkbox"/> Clear <input type="checkbox"/> Clogged	<input type="checkbox"/> Clear <input type="checkbox"/> Clogged	
	D2 Mix pot line	<input type="checkbox"/> Clear <input type="checkbox"/> Clogged	<input type="checkbox"/> Clear <input type="checkbox"/> Clogged	<input type="checkbox"/> Clear <input type="checkbox"/> Clogged	<input type="checkbox"/> Clear <input type="checkbox"/> Clogged	
	D3 Mix pot line	<input type="checkbox"/> Clear <input type="checkbox"/> Clogged	<input type="checkbox"/> Clear <input type="checkbox"/> Clogged	<input type="checkbox"/> Clear <input type="checkbox"/> Clogged	<input type="checkbox"/> Clear <input type="checkbox"/> Clogged	
	D1 Secondary mixer	<input type="checkbox"/> Running <input type="checkbox"/> Not running	<input type="checkbox"/> Running <input type="checkbox"/> Not running	<input type="checkbox"/> Running <input type="checkbox"/> Not running	<input type="checkbox"/> Running <input type="checkbox"/> Not running	
	Mix pot MgO screw	<input type="checkbox"/> Powder <input type="checkbox"/> No powder	<input type="checkbox"/> Powder <input type="checkbox"/> No powder	<input type="checkbox"/> Powder <input type="checkbox"/> No powder	<input type="checkbox"/> Powder <input type="checkbox"/> No powder	
	D4 pH	DCS: Actual:	DCS: Actual:	DCS: Actual:	DCS: Actual:	
	D4 Specific gravity	DCS: Actual:	DCS: Actual:	DCS: Actual:	DCS: Actual:	
	D4 Mix pot line	<input type="checkbox"/> Clear <input type="checkbox"/> Clogged	<input type="checkbox"/> Clear <input type="checkbox"/> Clogged	<input type="checkbox"/> Clear <input type="checkbox"/> Clogged	<input type="checkbox"/> Clear <input type="checkbox"/> Clogged	
	D1 pH	DCS: Actual:	DCS: Actual:	DCS: Actual:	DCS: Actual:	

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	Item	7:00 – 9:00	10:00 – 12:00	2:00 – 4:00	5:00 – 7:00	Comment
Second Mezzanine Level	D1 Specific gravity	DCS: Actual:	DCS: Actual:	DCS: Actual:	DCS: Actual:	
	D3 pH	DCS: Actual:	DCS: Actual:	DCS: Actual:	DCS: Actual:	
	D3 Specific gravity	DCS: Actual:	DCS: Actual:	DCS: Actual:	DCS: Actual:	
	D2 pH	DCS: Actual:	DCS: Actual:	DCS: Actual:	DCS: Actual:	
	D2 Specific gravity	DCS: Actual:	DCS: Actual:	DCS: Actual:	DCS: Actual:	
	D3 Secondary mixer	<input type="checkbox"/> Running <input type="checkbox"/> Not running	<input type="checkbox"/> Running <input type="checkbox"/> Not running	<input type="checkbox"/> Running <input type="checkbox"/> Not running	<input type="checkbox"/> Running <input type="checkbox"/> Not running	
	D2 Secondary mixer	<input type="checkbox"/> Running <input type="checkbox"/> Not running	<input type="checkbox"/> Running <input type="checkbox"/> Not running	<input type="checkbox"/> Running <input type="checkbox"/> Not running	<input type="checkbox"/> Running <input type="checkbox"/> Not running	
	Mud tank 1 mixer	<input type="checkbox"/> Running <input type="checkbox"/> Not running	<input type="checkbox"/> Running <input type="checkbox"/> Not running	<input type="checkbox"/> Running <input type="checkbox"/> Not running	<input type="checkbox"/> Running <input type="checkbox"/> Not running	
	Mud tank 2 mixer	<input type="checkbox"/> Running <input type="checkbox"/> Not running	<input type="checkbox"/> Running <input type="checkbox"/> Not running	<input type="checkbox"/> Running <input type="checkbox"/> Not running	<input type="checkbox"/> Running <input type="checkbox"/> Not running	

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	Item	7:00 – 9:00	10:00 – 12:00	2:00 – 4:00	5:00 – 7:00	Comment
First Mezzanine Level	C1 Fine salt loop	<input type="checkbox"/> Running <input type="checkbox"/> Not running	n/a	n/a	n/a	
	C1 Density loop	<input type="checkbox"/> Clear <input type="checkbox"/> Clogged	<input type="checkbox"/> Clear <input type="checkbox"/> Clogged	<input type="checkbox"/> Clear <input type="checkbox"/> Clogged	<input type="checkbox"/> Clear <input type="checkbox"/> Clogged	
	C2 Fine salt loop	<input type="checkbox"/> Running <input type="checkbox"/> Not running	n/a	n/a	n/a	
	C2 Density loop	<input type="checkbox"/> Clear <input type="checkbox"/> Clogged	<input type="checkbox"/> Clear <input type="checkbox"/> Clogged	<input type="checkbox"/> Clear <input type="checkbox"/> Clogged	<input type="checkbox"/> Clear <input type="checkbox"/> Clogged	
	C3 Fine salt loop	<input type="checkbox"/> Running <input type="checkbox"/> Not running	n/a	n/a	n/a	
	C3 Density loop	<input type="checkbox"/> Clear <input type="checkbox"/> Clogged	<input type="checkbox"/> Clear <input type="checkbox"/> Clogged	<input type="checkbox"/> Clear <input type="checkbox"/> Clogged	<input type="checkbox"/> Clear <input type="checkbox"/> Clogged	

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First Mezzanine Level	C4 Fine salt loop	<input type="checkbox"/> Running <input type="checkbox"/> Not running	n/a	n/a	n/a	
	C4 Level probe	<input type="checkbox"/> Washed <input type="checkbox"/> Not washed	<input type="checkbox"/> Washed <input type="checkbox"/> Not washed	<input type="checkbox"/> Washed <input type="checkbox"/> Not washed	<input type="checkbox"/> Washed <input type="checkbox"/> Not washed	
	C5 Fine salt loop	<input type="checkbox"/> Running <input type="checkbox"/> Not running	n/a	n/a	n/a	
	C5 Level probe	<input type="checkbox"/> Washed <input type="checkbox"/> Not washed	<input type="checkbox"/> Washed <input type="checkbox"/> Not washed	<input type="checkbox"/> Washed <input type="checkbox"/> Not washed	<input type="checkbox"/> Washed <input type="checkbox"/> Not washed	
	C6 Fine salt loop	<input type="checkbox"/> Running <input type="checkbox"/> Not running	n/a	n/a	n/a	
	C6 Level probe	<input type="checkbox"/> Washed <input type="checkbox"/> Not washed	<input type="checkbox"/> Washed <input type="checkbox"/> Not washed	<input type="checkbox"/> Washed <input type="checkbox"/> Not washed	<input type="checkbox"/> Washed <input type="checkbox"/> Not washed	

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	Item	7:00 – 9:00	10:00 – 12:00	2:00 – 4:00	5:00 – 7:00	Comment
Ground Level	C1 Level probe	<input type="checkbox"/> Washed <input type="checkbox"/> Not washed	<input type="checkbox"/> Washed <input type="checkbox"/> Not washed	<input type="checkbox"/> Washed <input type="checkbox"/> Not washed	<input type="checkbox"/> Washed <input type="checkbox"/> Not washed	
	C1 Brine feed	<input type="checkbox"/> > 35 gpm <input type="checkbox"/> < 35 gpm	n/a	n/a	n/a	
	C2 Level probe	<input type="checkbox"/> Washed <input type="checkbox"/> Not washed	<input type="checkbox"/> Washed <input type="checkbox"/> Not washed	<input type="checkbox"/> Washed <input type="checkbox"/> Not washed	<input type="checkbox"/> Washed <input type="checkbox"/> Not washed	
	C2 Brine feed	<input type="checkbox"/> > 35 gpm <input type="checkbox"/> < 35 gpm	n/a	n/a	n/a	
	C3 Level probe	<input type="checkbox"/> Washed <input type="checkbox"/> Not washed	<input type="checkbox"/> Washed <input type="checkbox"/> Not washed	<input type="checkbox"/> Washed <input type="checkbox"/> Not washed	<input type="checkbox"/> Washed <input type="checkbox"/> Not washed	
	C3 Brine feed	<input type="checkbox"/> > 35 gpm <input type="checkbox"/> < 35 gpm	n/a	n/a	n/a	
	C4 Level probe	<input type="checkbox"/> Washed <input type="checkbox"/> Not washed	<input type="checkbox"/> Washed <input type="checkbox"/> Not washed	<input type="checkbox"/> Washed <input type="checkbox"/> Not washed	<input type="checkbox"/> Washed <input type="checkbox"/> Not washed	
	C4 Brine feed	<input type="checkbox"/> > 35 gpm <input type="checkbox"/> < 35 gpm	n/a	n/a	n/a	
	C5 Level probe	<input type="checkbox"/> Washed <input type="checkbox"/> Not washed	<input type="checkbox"/> Washed <input type="checkbox"/> Not washed	<input type="checkbox"/> Washed <input type="checkbox"/> Not washed	<input type="checkbox"/> Washed <input type="checkbox"/> Not washed	
	C5 Brine feed	<input type="checkbox"/> > 35 gpm <input type="checkbox"/> < 35 gpm	n/a	n/a	n/a	

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	Item	7:00 – 9:00	10:00 – 12:00	2:00 – 4:00	5:00 – 7:00	Comment
Ground Level	C6 Level probe	<input type="checkbox"/> Washed <input type="checkbox"/> Not washed	<input type="checkbox"/> Washed <input type="checkbox"/> Not washed	<input type="checkbox"/> Washed <input type="checkbox"/> Not washed	<input type="checkbox"/> Washed <input type="checkbox"/> Not washed	
	C6 Brine feed	<input type="checkbox"/> > 35 gpm <input type="checkbox"/> < 35 gpm	n/a	n/a	n/a	
	Mud pH	DCS: Actual:	DCS: Actual:	DCS: Actual:	DCS: Actual:	
	Mud specific gravity	Actual:	Actual:	Actual:	Actual:	
	Brine pH	Actual:	Actual:	Actual:	Actual:	
	Brine specific gravity	Actual:	Actual:	Actual:	Actual:	
	Brine color	<input type="checkbox"/> Clear <input type="checkbox"/> Not clear	<input type="checkbox"/> Clear <input type="checkbox"/> Not clear	<input type="checkbox"/> Clear <input type="checkbox"/> Not clear	<input type="checkbox"/> Clear <input type="checkbox"/> Not clear	

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Ground Level	Forklift Checklist	<input type="checkbox"/> Complete <input type="checkbox"/> Not complete	n/a	n/a	n/a	
	Chiller	<input type="checkbox"/> In alarm <input type="checkbox"/> Not in alarm	n/a	n/a	n/a	
	Water recovery pot (days only)	<input type="checkbox"/> Cleaned <input type="checkbox"/> Not cleaned	n/a	n/a	n/a	
	Dehumidifier	<input type="checkbox"/> Running <input type="checkbox"/> Not running	n/a	n/a	n/a	
	Bagger knife	<input type="checkbox"/> Changed <input type="checkbox"/> Not changed	n/a	n/a	n/a	
	Bagger jaw tape	<input type="checkbox"/> Changed <input type="checkbox"/> Not changed	n/a	n/a	n/a	
	Bagger platen tape	<input type="checkbox"/> Changed <input type="checkbox"/> Not changed	n/a	n/a	n/a	
	Verify the 50# scale with a 50# weight	n/a	n/a	n/a	<input type="checkbox"/> Verified <input type="checkbox"/> Not verified	

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