



GILES CHEMICAL ~ PREMIER MAGNESIA

Company Form

Title: **Training Assessment – Expediting Operator** Number: **R17-FM-100-200**

Owner: **Charles Huggins**

Revision: **00**

Effective Date: **08/11/2017**

Page: **1 of 1**



Name:
Date:
Shift:
Supervisor:
Trainer:

Expediting Operator Assessment

	Initial Training		Employee Competent		Retraining	
	Date	Trainer	Yes	No	Date	Trainer
Has B Operator Assessment been completed? YES: ____ NO: ____ Score: ____						
Understanding of Materials/Product needed						
Proficient at driving fork lift and fork lift safety						
Fork lift Daily Check List						
Organization of Warehouse						
Moving and Storing Materials Safely and Efficiently						
Safely operates Box Truck						
Understanding Fragrance Barrels						
Knows how to properly read run sheet						
Knows what dry additives to use						
Safely Loads and Unloads trailers in an timely manner						
Safely distributes proper materials between facilities						
Safely transports/fills propane tanks						
Maintains Repack Raw Materials Form between						
Birthing Operator/Utility/Expeditor in Repack Facility						
Interpersonal Skills						
Takes responsibility for area						
Has good communication skills						
Is a Team Player						
Leads by example						
Fills out paperwork neatly and correctly						
Looks for areas to improve line efficiencies						

Comments

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