	GILES CHEMICAL		
	COMPANY PROCEDURE		
	Crystal Product – Truck Loading	Page : 1 of 9	Revision : 01 Date : 01/28/2009
	Author: Jason Bumgarner		Job Specific

Personnel responsible:

All

Safety:

Safety shoes and safety glasses are required when working in the plant.


Safety Belt is required when operating a Fork Lift

Summary:

All finished crystal product is staged in Upper or Lower warehouses located adjacent to the packaging and press area. Finished crystal product is staged in the warehouses as full loads for ease of tracking and loading. The loading dock is located adjacent to the Lower Warehouse. Giles can only load one truck at a time. Numerous Drivers can be staged in the parking area on Miller Street to simplify loading and street congestion. All arrangements, including paper work, for shipping and transfers are handled by the Lead Customer Service Representative or Accounting Associate.


Procedure;

1. When a driver shows up for a load he is to ring the buzzer out side of the warehouse door. First available employee should answer the door, and ask the driver for his pick up number. The driver is allowed to come in the building but they are to remain in the designated areas. Operator should reference the pick up number to the loading board. If a matching number is found proceed to item number 2 of this procedure. If there is no matching number, first ask the driver which street address he is picking up at. He could be at the wrong address. If he is at the correct address, the driver must call his dispatcher for and get a correct number.
2. Find the corresponding Bill Of Lading (BOL) that matches the pick up number out of the BOL box. Take the BOL to the driver, show the driver the amount and weight of the order. Have the driver initial beside pick up number stating it is the correct number. Using the "Truck Loading Time" stamp, stamp the top sheet (pick slip) of the BOL and then use the time clock to clock the driver in beside "Truck Arrived"
3. If there is no truck in the dock, show the driver where to back in. If there is a truck already in the loading dock being loaded, give the driver a pager with directions to the Miller Street staging area. Loading is first come first served so we Load drivers in the order in which they are clocked in.
4. Locate the bin number beside the order on the shipping board, if no bin number is indicated, find a load completely matching order description in the warehouse. The loader should carefully read the order information both on the Pick Slip and the BOL in order to insure the correct amount and product is loaded. It is the loader's responsibility to make sure the Special Customer Requirement (SCR) code is followed. The SCR number is located on the Pick slip and the BOL. The SCR information is on the Documentation system.
5. As the driver is backing into the dock, it is good practice to stage the load. Begin taking the pallets from their bin and place them in an orderly manner near the loading dock for easy and quick loading.
6. Trucks are to be loaded according to the loading chart on page 7 of this procedure. If a driver would like to be loaded a different way it can be done but it is the driver's responsibility from that point forward. The driver is to be informed if it is off weight on the axes we do not take responsibility and will not unload once it has left Giles premises.
7. If the truck is not present during loading, jack stands much be placed under the trailer while loading.
8. While loading the truck, fill out the second page of the pick slip with checking each pallet for SCR Code compliance, hardness, print quality and leaking or torn bags. **DO NOT LOAD** if items are unacceptable.
9. Fill out a corresponding Certificate of Analyses (C of A) to be sent with the load.
10. After the truck is loaded, on the Pick Slip the loader signs and dates pallet check and clocks the driver out using the time clock beside the "Loading Completed" section of the "Truck Loading Time" stamp. Both the Loader and the Driver must initial loading times stating when the truck arrived and when it was finished loading.
11. On the BOL the loader writes down Trailer number in vehicle number slot. The Lot number and the Seal number is to be written in the center section. The loader should then sign, date and put the time loading and paper work was completed in the designated area at the bottom. Have the driver sign and date in designated area. Keep the top copy for the office. Give the driver the second copy. Fold the third copy of the BOL with a Certificate of Analysis and any other customer required paper work. Put third copy and all other paper work in a shipping pouch, peel off the paper revealing the self adhesive back and attach to the last pallet on the load.
12. Physically put the seal on the truck after it pulls away from the dock and driver closes the trailer doors.
13. Sign off the load on loading board and place finished paper work in the BOL box ready for office pick up.

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CRYSTAL LOADING CHECK LIST

1. Get pick up number from the driver
 - a. If no matching number, driver must call their dispatcher
 - b. GILES **DOES NOT** LOAD WITHOUT A PICK UP NUMBER
2. Match number from the Driver with the load on the Load Board and then get the correct Bill of Lading from BOL box.
 - a. Driver must initial Pick up number before being clocked in.
3. Clock Driver in immediately using supplied stamp and digital time clock.
 - a. If more than 1 truck is waiting, assign pager and send driver to Miller Street.
 - i. Write pager number on the pick sheet of BOL
4. Check BOL and or pick slip for Special Customer Requirements (SCR Code)
 - a. Find correlating SCR code on the Documentation System.
5. Check BOL for product ID and product amount needed for the load
6. Check **EACH AND EVERY** pallet for;
 - a. SCR compliance
 - b. Wrap not torn
 - c. Pallet in good condition. No torn or leaking bags
 - d. Print on pallet clear (both from printer and operator)
 - e. Bags feel soft (not crunchy or hard)
7. Check Length of Trailer before loading
8. Use Trailer Stands if Tractor is will not be under the Trailer during loading
9. Load Truck according to Giles policy - loading chart
 - a. Contact Plant Manager, Production Manager or Customer Service Representative before adjusting any load amount.
 - b. With a single line mark though any corrections on all paper work
 - c. Legible write in the new amount and weight to be loaded, and initial beside each.
 - d. On the top sheet of pick slip write down the reason for shorting the load.
10. Fill out the second page of the Pick Slip with proper information (while loading)
11. Loader must sign off on "checking load conditions box" on the Pick Slip
12. Get a matching Certificate of Analysis for each lot number in the load.
13. Put Trailer number, Seal number and Lot Number on BOL
14. Clock driver out on the Pick Slip - Have driver initial times.
15. Loader and Truck Driver Signs BOL with Date and 24 hour time.
16. Copies of the Completed Bill of Lading
 - a. Giles gets top copy.
 - b. Driver gets second copy.
 - c. Fold third copy and place in a shipping pouch with all other customer related papers and stick to shrink wrap on the last pallet of the load in the truck.
17. Put seal on Truck
18. Sign load off on shipping board and place paper work in "shipped box"

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PICK SLIP

The Pick slip is the top sheet of a Bill of Lading or BOL. The Pick Slip is generated by the Customer Service Department when a Customer places an order. This is a quick reference of the BOL and customer order, this is information telling the loader what material and what amount the customer has ordered.

- 1) Get Pick up number from driver, compare number to Loading Board. Then find the corresponding BOL and Pick sheet.
- 2) Have Driver initial beside the Pick Up number on the pick slip.
- 3) Clock Driver in using Time Clock
- 4) Check Product code and Amount needed.
- 5) Check off what location you are shipping the product from.
- 6) Check the condition of pallets, bags, print, hardness and SCR number before loading product. Sign off stating you have checked everything and it is acceptable.
- 7) SCR code is the Special Customer Requirements for the customer.

Pick Up Number
(Driver Initials here)

Pick Slip	
Customer - Customer name	BOL NUMBER : ~~~~~ CUSTOMER PO NUMBER ~~~~~ 3RD PARTY PO NUMBER ~~~~~
Ship To: Customer Name and Ship to address	Ship From <input type="checkbox"/> 102 Commerce Street <input type="checkbox"/> 396 Smathers Street <input type="checkbox"/> 202 Lea Plant Road
State	<input type="checkbox"/>
Condition of pallets, bags/boxes, print hardness or salt and the SCR has been checked on this load NAME _____ DATE _____ TIME _____	
T-50 Tech Grade Epsom Salt in 50lb bags SCR # 23	882
Product Code and Description	Number of bags needed
Truck Loading Time Truck Arrived _____ Loading Completed _____ Driver _____ Loader _____	

Clock driver in after matching up pick up number

Shipping Location

Pick Slip	
Customer - Customer name	BOL NUMBER : ~~~~~ CUSTOMER PO NUMBER ~~~~~ 3RD PARTY PO NUMBER ~~~~~
Ship To: Customer Name and Ship to address	Ship From <input type="checkbox"/> 102 Commerce Street <input type="checkbox"/> 396 Smathers Street <input type="checkbox"/> 202 Lea Plant Road
State	<input type="checkbox"/>
Condition of pallets, bags/boxes, print hardness or salt and the SCR has been checked on this load NAME _____ DATE _____ TIME _____	
T-50 Tech Grade Epsom Salt in 50lb bags SCR # 23	882
SCR Code - Check Documentation System for instructions	Sign off stating you have checked material and it is acceptable



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PICK SLIP PAGE 2

The Second page of the Pick slip is for documenting the pallet information as it is being loaded on a truck. This is also key information for the Customer Service Department as well as the Quality Control Department and Inventory control.

1. As you load the product on a truck, check each pallet for SCR requirements, Print clarity and Salt condition. Check each box for each pallet
2. A line may be drawn to indicate that all are the same. Line may be drawn for Item, Lot Number, OPR and Production date only.
3. If two or more different lot number, operator, or production dates are loaded, each lot number, operator number or date must be entered.
4. When drawing lines to indicate all the same, write in the first and last of numbers and dates and draw line connecting them.




PICK SLIP - PAGE 2

	<input checked="" type="checkbox"/> SCR	<input checked="" type="checkbox"/> PRINT	<input checked="" type="checkbox"/> SALT	LOT NUMBER	OPR	PRODUCTION DATE
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						

Check SCR requirements, Print clarity, and Salt condition on each pallet

OPR Initials _____ Date : ____ / ____ / ____




PICK SLIP - PAGE 2

	<input checked="" type="checkbox"/> SCR	<input checked="" type="checkbox"/> PRINT	<input checked="" type="checkbox"/> SALT	ITEM	LOT NUMBER	OPR	PRODUCTION DATE
1	✓	✓	✓	T-50	0606	2	04/05/06
2	✓	✓	✓				
3	✓	✓	✓				
4	✓	✓	✓				
5	✓	✓	✓	T-50	0606	2	04/05/06
6	✓	✓	✓	T-50	0606	1	04/06/06
7	✓	✓	✓				
8	✓	✓	✓				
9	✓	✓	✓				
10	✓	✓	✓				
11	✓	✓	✓				
12	✓	✓	✓				
13	✓	✓	✓				
14	✓	✓	✓				
15	✓	✓	✓				
16	✓	✓	✓				
17	✓	✓	✓				
18	✓	✓	✓				
19	✓	✓	✓				
20	✓	✓	✓				
21	✓	✓	✓				
22	✓	✓	✓	T-50	0606	1	04/06/06
23							
24							

Two different production dates and Operators

OPR Initials _____ Date : ____ / ____ / ____

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STRAIGHT BILL OF LADING

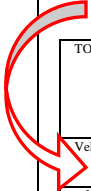


The Bill of Lading is generated by the Customer Service Department when a Customer places and order. Just like the Pick sheet , this is key information telling the loader what material and what amount the customer has ordered as well as ship to location. There are three copies of the bill of lading, one for the office, one for the driver and the last one to be used as a packing slip and placed on the last pallet.

3. Before Loading, check BOL for amount and product description.
4. Double check Pick Up number and Shipping Location.
5. Loader fills in
 - a. Vehicle Number
 - b. Lot Number
 - c. Seal Number
1. When you have completed load, Sign BOL with Date and 24:00 hour time.
2. Disperse the 3 copies of completed BOL
 - a. Keep top copy
 - b. Driver gets 2nd Copy
 - c. Take last copy, fold and place inside a packing pouch and stick to last pallet.

STRAIGHT BILL OF LADING
ORIGINAL - NOT NEGOTIABLE

BOL # _____
US dot Hazmet Reg # _____
DATE _____


(name of Carrier) _____

TO: Name of Customer Address City, State		FROM: Giles Chemical Corporation 102 Commerce Street Waynesville, NC 28786	
Vehicle Number 6812	Ship To PO 1005698	Customer PO 144325695	
No. Shipping Units	HM	Kind of Packaging, Description of Article	Weight lbs
882		Tech Grade Epsom Salt in 50 lb. Bags	45,000
Trailer Number 		Lot # and Seal Number 	
		FREIGHT CHARGES	
Shipper Giles Chemical Corporation Per _____ Date _____ Time _____		Carrier Per _____ Date _____	

STRAIGHT BILL OF LADING
ORIGINAL - NOT NEGOTIABLE

BOL # _____
US dot Hazmet Reg # _____
DATE _____

Name of Company _____
(name of Carrier) _____

TO: Name of Customer Address City, State		FROM: Giles Chemical Corporation 102 Commerce Street Waynesville, NC 28786	
Vehicle Number 6812	Ship To PO 1005698	Customer PO 144325695	
No. Shipping Units	HM	Kind of Packaging, Description of Article	Weight lbs
882		Tech Grade Epsom Salt in 50 lb. Bags	45,000
Sign, Date and Time of completing load in 24:00 time 		FREIGHT CHARGES	
Shipper Giles Chemical Corporation Per Doug Myer Date 04/06/06 Time 16:25		Carrier Per Zac Guy Date 04/06/06	



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CHANGING A LOAD

1. If for any reason, something must be changed on a load, you must first call the Plant Manager or designated personnel for approval.
2. With a single line make though the original amount on the 1st page of the pick slip. Write in the corrected amount. Legible explain the reason for changing the load.
3. With a single line mark though the original amount and weight on all three copies of the BOL. Write in the corrected amounts and initial.

Pick Slip	
Customer - Customer name	BOL NUMBER : ~~~~~ CUSTOMER PO NUMBER ~~~~~ 3RD PARTY PO NUMBER ~~~~~
Ship To: Customer Name and Ship to address State	Ship From <input type="checkbox"/> 102 Commerce Street <input type="checkbox"/> 396 Smathers Street <input type="checkbox"/> 202 Lea Plant Road <input type="checkbox"/>
Condition of pallets, bags/boxes, print hardness or salt and the SCR has been checked on this load NAME _____ DATE _____ TIME _____	
T-50	882
Tech Grade Epsom Salt in 50lb bags	833 - DM
<p>Driver refused to take full load - to heavy !! DM</p> <p>Single strike though and initial with correction and explanation. [You must have an explanation on pick slip]</p>	

STRAIGHT BILL OF LADING ORIGINAL - NOT NEGOTIABLE			
		BOL # _____ US dot Hazmet Reg # _____ DATE _____	
Name of Company _____ (name of Carrier)			
TO: Name of Customer Address City, State	FROM: Giles Chemical Corporation 102 Commerce Street Waynesville, NC 28786		
Vehicle Number 6812	Ship To PO 1005698	Customer PO 144325695	
No. Shipping Units	HM	Kind of Packaging, Description of Article	Weight lbs
882 833		Tech Grade Epsom Salt in 50 lb. Bags Single strike though and initial with correction.	45,000 42,500 DM
			FREIGHT CHARGES
Shipper Giles Chemical Corporation Per Doug Myer Date 04/06/06 Time 16:25		Carrier Per Zac Guy Date 04/06/06	



GILES CHEMICAL COMPANY PROCEDURE

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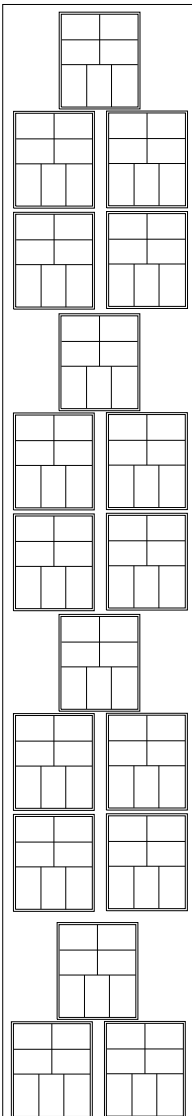
Author: Jason Bumgarner

Job Specific

Giles Loading Configurations

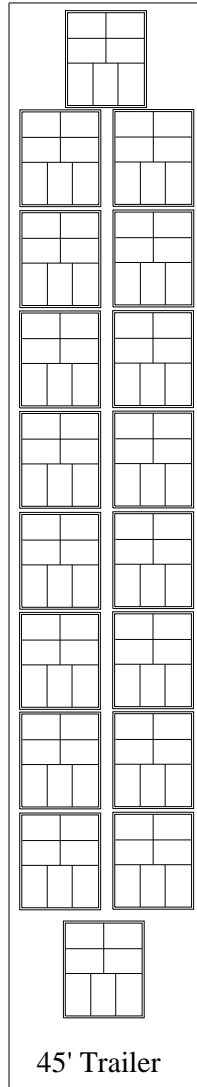
Anything loaded other than pallet configuration listed below is Drivers responsibility
(drivers are to sign pick slip stating they want a different configuration than what is listed below)

**Pallets
weighting
over
2,200 lb**



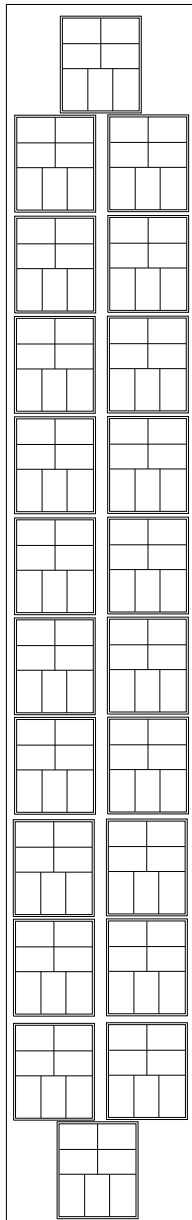
48' - 53'
Trailers

**Pallets
weighting
over
2,200 lb**



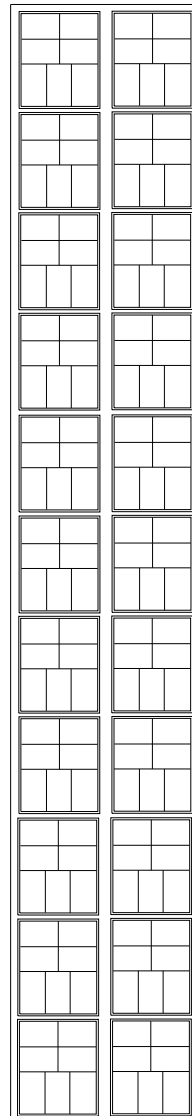
45' Trailer

**Pallets
weighting
under
2,200 lb**



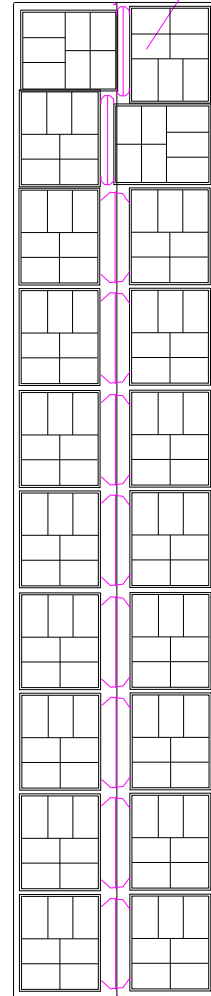
53' Trailer

**Pallets
weighting
under
2,200 lb**



48' Trailer

**20 Pallets
with
Air Bags
"6 X 7"**



40' RXR
Container

Interlock
first 4

Air Bags



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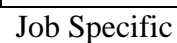
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Job Specific

TRAINING DOCUMENTATION

	EMPLOYEE	TITLE	SIGNATURE	DATE
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				



Revision Number	Revision Date	Revision Author	Revision Description
00	11/14/2005	JB	New Document
01	01/28/2009	JB	Added Jack Stands