

**Company Form** 

Title: Training Log – Lead Operator Number: P13-FM-100-004

Owner: Ashley Williams Revision: 1
Effective Date: 04/15/16 Page: 1 of 4



The following training is to be completed by Lead Operator by: \_\_\_\_\_

Employee:	Position: Lead Operator_	Date Position Entered:
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Section	Description	Initials	Date
Quality	<ul> <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 - On The Job Training</li> <li>Using the Documentation System - Hands on Training</li> </ul>		
Safety	<ul> <li>Manufacturing Evacuation Procedure - #\$12-PR-200-003</li> <li>Pre-Shift Fork Truck Inspection - #\$14-PR-200-099</li> <li>Forklift Checklist - #\$14-PR-200-F099</li> <li>Forklift Training - Course and Hands On</li> </ul>		
Bagger, Dryer, Palletizer	<ul> <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 Check 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>Salt Cooler Start Up and Shut Down - #P12-PR-200-085</li> <li>Dryer Air Dehumidifier - #P12-PR-200-044</li> <li>Dryer Cooler Cleaning - #P12-PR-200-084</li> <li>Screener Break</li> <li>Centrifuge Procedure - #P12-PR-200-037</li> <li>Checking the Centrifuge Basket</li> </ul>		
Shipping	<ul> <li>Pallet &amp; Super Sack I.D. Procedure</li> <li>Crystal Product Truck Loading - #P12-PR-200-001</li> <li>Liquid Product Truck Loading - #P14-PR-200-090</li> <li>Releasing Day Shift Liquid Loads</li> <li>Loading Dock Cleaning - #P13-PR-200-087</li> </ul>		

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Raw Materials	<ul> <li>Boiler Treatment &amp; Blow Down - #P12-PR-200-002</li> <li>Manually Filling Day Hopper - #P12-PR-200-003</li> <li>Proper Storage &amp; Inspection of Acid Gear - #S12-PR-200-017</li> <li>Acid Tanks and Supply Pump - #P12-PR-200-004</li> <li>Acid Unloading Procedure - #P12-PR-200-005</li> <li>Acid History Log Procedure - #P12-PR-200-007</li> <li>Unloading Acid Trucks - #P12-PR-200-009</li> <li>MgO Unloading Procedure - #P12-PR-200-006</li> <li>MgO Car History Log Procedure</li> </ul>	
	MgO Delivery System to Digesters #P13-PR-200-088	 
Digesters	<ul> <li>Monitoring System Alarms - #P12-PR-200-010</li> <li>Operating the K-S Filter Press - #P12-PR-200-017</li> <li>Operating the ACS Filter Press</li> <li>Operating the Small Press - #P12-PR-200-021</li> <li>Altering Filter Press Settings - #P12-PR-200-016</li> <li>Filter Press Set Points - #P12-PR-200-020</li> <li>Pressure Washing the K-S Filter Press - #P12-PR-200-018</li> <li>Mother Liquor Management - #P12-PR-200-014</li> <li>Digester Operations - #P12-PR-200-012</li> <li>Starting and Stopping Digesters - #P12-PR-200-013</li> <li>Starting Digester From Empty - #P12-PR-200-011</li> <li>Digester Troubleshooting Flow Chart - #P12-PR-200-025</li> <li>Cleaning the MgO Mix Pot - #P12-PR-200-015</li> <li>Crystallizer Liquid Loads - #P12-PR-200-023</li> <li>Operation of the Liquid Load pH Meter - #P12-PR-200-019</li> <li>Salt Pour Back for Reprocessing - #P15-PR-100-022</li> <li>Reprocess LMS System - #P15-PR-200-073</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>Evaluating Suspended Solids - #P12-PR-200-029</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>Dumping and Washing a Crystallizer - #P12-PR-200-033</li> </ul>	

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	Electrical Outage Recovery	 
	Power Out for 5 Minutes List	 
	Process Temperatures	 
	Adjusting the Electronic Density Meters	 
	Restarting Monitoring System Screen	 
Taskasiasi	Rebooting Monitoring System Server	 
Technical	• 30 Tons per Shift Production Rate	 
	• 55 Tons per Shift Production Rate	 
	• 70 Tons per Shift Production Rate	 
	• 85 Tons per Shift Production Rate	 
	• 93 Tons per Shift Production Rate	 
	Voluntary Electrical Shutdown	
	• Dryer Salt Temp – <b>#P12-FM-100-005</b>	 
	Digester Specific Gravity – #P12-FM-100-006a	 
	• Digester pH – <b>#P12-FM-100-006b</b>	 
	Crystallizer Temperatures - #P12-FM-100-007	 
	Material Handler Log - #P12-FM-100-008	 
	Daily Production Report Days - #P12-FM-100-009a	 
	Daily Production Report Nights - #P12-FM-100-009b	 
	• Pallet Count Worksheet - #P12-FM-100-010	
	• Shift Change Report - #P12-FM-100-011	 
	• Press Life Log	 
	Weekly Clean Day Log - #P12-FM-100-017	 
Forms	Arch Testing Log Manufacturing - #P13-QA-100-F070	 
FOITIS	• Work Request Form - #M12-FM-200-006	 
	• Daily Duties Checklist - #P12-FM-100-021	 
	• USP Crystal LMS Production - #P13-FM-100-020	 
	Warehouse Rack Check	 
	Upper Warehouse Diagram	 
	Crystallizer Dump Log - #P12-FM-200-023	
	• Lot Production Record - <b>#P13-FM-100-041</b>	
	• Process Check Log - <b>#P15-FM-100-055</b>	
	Acid Gear Inspection - #S12-PR-200-F017	
	• Acid Car History Log - #P12-PR-200-F007	
	• MgO Car History Log - #P12-PR-200-F008	
	• 16.8 Kg Weight Check Sheet - <b>#P12-FM-100-016</b>	



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Miscellaneous	<ul> <li>Using the Pressure Washer -</li> <li>Arch Testing – Manufacturing - #P13-QA-100-070</li> <li>Hose/Clamp Connect/Disconnect - #P15-PR-200-074</li> <li>Trouble Shooting Ideas</li> </ul>		 
	Plant Manager:	Date:	