
	<b>GILES CHEMICAL ~ PREMIER MAGNESIA</b>		
	<b>Company Procedure</b>		
	Title: <b>Truck Loading</b>	Number: <b>R13-PR-100-029</b>	
	Owner: <b>Monte Plott</b>	Revision: <b>03</b>	
	Effective Date: <b>07/01/16</b>	Page: <b>1 of 3</b>	

## 1.0 Purpose

To ensure that finished goods are loaded properly on trucks and to ensure that all corresponding paperwork is filled out correctly.

## 2.0 Scope

This procedure needs to be performed for each finished goods truck loaded. This procedure applies to all finished goods loaded from the Repackaging facility.

## 3.0 Responsibility

All Supervisors, Traffic Coordinator, and Warehouse operators are responsible for this procedure.

## 4.0 Safety Considerations

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

Safety Belt is required when operating a Fork Lift.

Safety is a condition of employment. Employees are not authorized to work in an unsafe manner and are prohibited from harming the environment of the facility or community.

## 5.0 Materials/Equipment

- Forklift
- Pick Slip
- Shipping Schedule
- Seal
- Camera



## 6.0 Procedure

The Repackaging facility has the ability to load only one truck at a time due to dock constraints. Drivers will contact the Repackaging facility to make his presence known. Drivers will be checked in on the Shipping Schedule where their information will be input into the schedule. Drivers will be asked to remain at the Miller Street staging area until they are called by the warehouse to load their truck based on scheduled appointments.

1. When Driver makes contact by phone, he should provide his pickup number, load destination, carrier information, along with his phone number to contact them. At this time person of contact should note all previous mentioned information and note at what time driver checked in. Dock personnel should be notified that driver has arrived.
2. Warehouse operator will meet the truck driver at the dock and confirm his pickup number and destination which will be compared to the information in the shipping schedule. If the numbers do not match then the driver must obtain the correct pick up number and destination. Driver may be asked to return to the staging area.

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3. Driver needs to fill out the *Driver Pick Up Sheet (R13-PR-100-F029a)*. This form allows proper documentation of what driver has arrived to pick up and his destination as well as his time of arrival at the dock.
4. Warehouse operator will inspect trailer prior to loading and reject the trailer for the following:
  - Noticeable amount of dirt or refuse
  - Broken pallet pieces
  - Holes in the floor, walls or ceiling
  - Moisture inside of the trailer
  - Protruding objects that could puncture finished goods while in the trailer
  - Landing gear that does not operate properly
  - Tires that are in poor condition
  - Unusual Odors
  - If the previous load was a substance that could contaminate product

Driver will be asked to return once the trailer is acceptable or replaced if rejected. If the trailer passes inspection, operator will then take a picture of the empty trailer prior to loading.

5. If a trailer is being loaded without the truck attached a jack stand will be placed under the trailer while loading for employee safety.
6. Prepare product to be loaded according to assigned pickup number. Prior to loading, use *Shipment Inspection Checklist (R14-FM-100-077)* to inspect the product for proper integrity.
7. Using the computer generated Pick list scan product and attach appropriate shipping labels to the pallets. While scanning pallet labels operator will be asked to confirm number of cases on the pallet. If the cases quantity is correct, proceed. If the case quantity is not correct, operator will be given the opportunity to correct while scanning and they should correct if needed.
8. Packing list.
  - The packing list is generated (4 copies) based on the pallets scanned by the operator. Case quantities by lot number are segregated into subtotals and should be verified with total cases by the operator.
  - There should be a packing list included in the shipment packet on the last pallet and included with the packet of information given to the driver.
  - Copy of packing list should be included in the packet to return to the office.
9. Straight Bill of Lading (BOL) can be generated from Inventory system or provided by Customer Service. Warehouse operator should make sure that all information on the BOL is correct as to ship from and ship to addresses.
10. Warehouse operator is to assure that all proper signatures and dates are noted on the BOL in the proper locations. All information blocks should be filled; any spaces that do not apply should have an N/A, date, initial, and reason included.

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11. Warehouse operator should also note on the BOL the driver in and out times. This time refers to the time he docked his truck and time that he will pull away from the dock.
12. Record the seal number on the BOL.
13. 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.
14. Take a picture from the dock of the completed load prior to releasing the truck.
15. The truck seal and a copy of the BOL will be handed to the driver. Once the truck has pulled away from the dock, the driver is responsible for closing the truck doors and securely placing the seal on them.
16. The packet of paperwork that is turned into the Customer service should contain the following:
  - Completed BOL
  - Pick Slip
  - Packing List
  - *Driver Pick Up Sheet (R13-PR-100-F029a)*
  - *Repack Truckload Sign-off Sheet (R13-PR-100-F029b)*
  - *Shipment Inspection Checklist (R14-FM-100-077)*

## 7.0 Reference Documents

<i>Driver Pick Up Sheet</i>	<i>(R13-PR-100-F029a)</i>
<i>Repack Truckload Sign-off Sheet</i>	<i>(R13-PR-100-F029b)</i>
<i>Shipment Inspection Checklist</i>	<i>(R14-FM-100-077)</i>

## 8.0 Change Information

Revisions based on new shipping system. Also included new packing list document. Added destination verification.

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