
	GILES CHEMICAL ~ PREMIER MAGNESIA		
	Company Procedure		
	Title: Pre-Shipping Check List	Number: P15-FM-100-053	
	Owner: Jason Bumgarner	Revision: 0	
	Effective Date: 04/24/2015	Page: 1 of 1	

PICK SHEET – PAGE 2

	PRE-SHIPPING CHECK LIST ITEMS	Loads Initials
Condition of Trailer:		
1	Trailer Inspection:	
	Trailer is unsuitable to load (Driver was sent away to clean)	
	Trailer is suitable to load (Dry, clean and free of trash)	
2	Driver has initialed agreeing to Pick Up Number	
3	Driver has initialed agreeing to Load Weight	
4	Driver has initialed agreeing to Destination	
Condition of Product:		
5	Product is in good condition (Dry, Clean, Soft)	
6	All print on tags or bags is legible	
7	All product has appropriate barcodes	
8	All product meets SCR requirements	
Loading:		
9	Trailer was loaded according to Giles load chart	
10	Driver preferred optional loading method – Driver Initials	
11	Pictures have been taken (Before loading, After loading and Completed BOL)	
12	Trailer Seal has been installed and Documented	
13	All applicable paperwork was printed and completed (note if a Manual BOL was needed)	
14	COL has been signed off and Paperwork in appropriate Box	
Notes: (Note anything pertinent to this load that may need to be referenced later)		

Loader's Printed Name: _____ Date: ____ / ____ / ____

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