
	GILES CHEMICAL ~ PREMIER MAGNESIA		
	Company Procedure		
	Title: Pre-Shipping Check list - Manufacturing	Number: P15-FM-100-053	
	Owner: Ashley Williams	Revision: 1	
	Effective Date: 07/06/2015	Page: 1 of 1	

OUTSIDE CUSTOMER PRE-SHIPPING CHECK LIST

BOL #: _____

PRE-SHIPPING CHECK LIST ITEMS		
Condition of Trailer:	Please Check One	
Trailer is dry, clean, and free of trash	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
Driver initialed agreeing to Pick Up Number	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
Driver initialed agreeing to Load Weight	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
Driver initialed agreeing to Destination	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
Condition of Product:	Please Check One	
Product is dry, clean, and soft	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
Print legible on tags or bags	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
Appropriate barcodes on all product	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
Meets SCR requirements	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
Loading:	Please Check One	
Trailer was loaded according to Giles load chart	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
Driver chose optional loading method – Driver Initials	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
Pictures have been taken (before loading, after loading and of the completed BOL)	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
Trailer Seal installed and Documented	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
Applicable paperwork printed and completed (note if a Manual BOL was needed)	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
COL signed off and paperwork in appropriate box	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
Notes: (Note anything pertinent to this load that may need to be referenced later)		

Loader's Printed Name: _____

Date: _____

Quality Reviewed By: _____

Date: _____

Controlled Document

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