



GILES CHEMICAL ~ PREMIER MAGNESIA

Company Procedure

Title: **Crystal Product – Truck Loading**

Number: **P12-PR-200-001**

Owner: **Jason Bumgarner**

Revision: **3**

Effective Date: **03/26/2013**

Page: **1 of 10**



1.0 Purpose

To ensure that crystal product trucks are loaded properly and to ensure that all corresponding paperwork is filled out correctly.

2.0 Scope

This procedure needs to be performed for each crystal product truck loaded. This procedure applies to all crystal product trucks loaded from the Manufacturing facility.

3.0 Responsibility

All Manufacturing Lead Operators and Salt 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/Bill Of Lading
- Seal
- Camera

6.0 Procedure

All finished crystal product is staged in Upper or Lower warehouses located adjacent to the packaging and press areas. 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.

1. When a driver shows up for a load, he is to go to the staging area located on Miller Street and call the plant. First available employee should answer the phone, and ask the driver for his pick up number. 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 have called the wrong facility. If he called the correct facility, the driver must call his dispatcher and get a correct number.

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2. Find the corresponding Bill Of Lading (BOL) that matches the pick up number out of the BOL box and use the time clock to clock the driver in on the top sheet (pick slip) recording what time the driver arrived at the staging area.
3. If there is no truck in the dock, tell the driver where to back in. If there is a truck already in the loading dock being loaded, write the drivers phone number on the pick slip so you can contact him when the dock is available. Loading is first come first served, so we load drivers in the order in which they are clocked in.
4. Once the driver is in the dock 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".
5. 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.
6. 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.
7. Before loading, trailer is inspected. If the trailer has noticeable amount of dirt, glass, scrap or trash, it cannot be loaded with Giles product. Driver should be instructed to leave and come back with a clean trailer. Note dispute on BOL cover sheet for future reference
8. 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 axles we do not take responsibility and will not unload once it has left Giles premises. Once you inform the driver of this, write a note on the pick slip stating that the driver changed the configuration and have driver sign it.
9. If the truck is not present during loading, jack stands must be placed under the trailer while loading.
10. 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.
11. Fill out a corresponding Certificate of Analyses (C of A) to be sent with the load.
12. 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.
13. On the BOL the loader writes down Trailer number in vehicle number slot. The Lot number and the Seal number are 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.
14. Have the driver pull up 10 to 15 feet in the dock and close his doors then physically put the seal on the truck after the driver closes the trailer doors.
15. 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. Once numbers match, clock driver in on the top page of the BOL
 - a. If trucks are ahead of driver, write phone number on Pick Slip beside the 1st clock in.
4. When dock is open, instruct driver to back in and use supplied stamp and digital time clock to clock driver in to be loaded. .
5. Check BOL and/or pick slip for Special Customer Requirements (SCR Code)
 - a. Find correlating SCR code on the Documentation System.
6. Check BOL for product ID and product amount needed for the load
7. Check **EACH AND EVERY** pallet for;
 - a. SCR compliance, Wrap not torn, Pallet in good condition. No torn or leaking bags, Print on pallet clear (both from printer and operator) and Bags feel soft (not crunchy or hard)
8. Inspect empty trailer for dirt, trash and structural integrity.
 - a. Standing at the entrance of the trailer, take one photo of empty trailer
9. Use Trailer Stands if Tractor will not be under the Trailer during loading
10. Load Truck according to Giles policy - loading chart
 - a. Contact Plant Manager or Customer Service Representative before adjusting any load amount.
 - b. With a single line mark though any corrections on all paper work
 - c. Legibly 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.
11. Fill out the second page of the Pick Slip with proper information (while loading)
12. Loader must sign off on “checking load conditions box” on the Pick Slip
13. Standing at the entrance of the trailer, take one photo of loaded trailer
14. Get a matching Certificate of Analysis for each lot number in the load.
15. Put Trailer number, Seal number and Lot Number on BOL
16. Clock driver out on the Pick Slip - Have driver initial times.
17. Take one picture of completed Pick Slip to go with the 2 pictures taken of the trailer
18. Loader and Truck Driver Signs BOL with Date and 24 hour time.
19. Copies of the Completed Bill of Lading
 - a. Giles gets top copy and Driver gets second copy.
 - b. 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.
20. Put seal on Truck – Loader must be present during seal application
21. 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 (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 when they arrive and before you start loading and when finished
- 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 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 Tech Grade Epsom Salt in 50lb bags SCR # 23	882
Product Code and Description	Number of bags needed
Phone # JAN 12 AM 9:24	
Clock driver in after matching up pick up number and record phone number if necessary	

Shipping Location

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 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
Truck Loading Time Truck Arrived _____ Loading Completed _____ Driver _____ Loader _____	

Stamp paper and Clock driver in
before backing into dock

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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 Assurance 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 an 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.

- Before Loading, check BOL for amount and product description.
- Double check Pick Up number and Shipping Location.
- Loader fills in
 - Vehicle Number
 - Lot Number
 - Seal Number
- When you have completed load, Sign BOL with Date and 24:00 hour time.
- Disperse the 3 copies of completed BOL
 - Keep top copy
 - Driver gets 2nd Copy
 - 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
11634289				FREIGHT CHARGES
Shipper Giles Chemical Corporation		Carrier		
Per		Per		
Date	Time	Date		

Trailer Number (points to Vehicle Number 6812)

Lot # and Seal Number (points to Lot # 0606)

STRAIGHT BILL OF LADING ORIGINAL - NOT NEGOTIABLE				
			BOL # _____ US dot Hazmet Reg # _____ DATE _____	
(Name of Company)				
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
				FREIGHT CHARGES
Shipper Giles Chemical Corporation		Carrier		
Per Doug Myer		Per Rick Flair		
Date 04/06/06	Time 16:25	Date 04/06/06		

Sign, Date and Time of completing load in 24:00 time (points to Date and Time fields)

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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 mark through 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 through the original amount and weight on all three copies of the BOL. Write in the corrected amounts, initial and date.

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
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 4/06/06
<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	

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WAREHOUSE CAMERA and LOADING PICTURES

Examples of the 3 pictures that are to be taken of every load shipped
(Repack shipments may be excluded)



Stand here when taking pictures of trailer



#1 – before it is loaded



#2 – After it is loaded

BOL #: 1011365		Page 8	
Pick Slip			
Customer: Epsom Salt Plus	BOL NUMBER: 1011365	1/28	
	CUSTOMER PO NUMBER: 1501593	Fm	
	3RD PARTY PO NUMBER:		
Ship To:	Ship From:		
Epsom Salt Plus	<input checked="" type="checkbox"/> 102 Commerce Street		
1 Madison Street	<input checked="" type="checkbox"/> 199 Smathers Street		
East Rutherford, NJ	<input type="checkbox"/> 202 Lea Plant Road		
Condition of pallets, bags/boxes, print, hardness of salt and the SCR has been checked on this load			
NAME: <u>Joe Bob Jr</u>	DATE: <u>1-27-11</u>	TIME: <u>2:38</u>	
C10USS USP Grade Epsom Salt in 2,000 lb. Super Sack SCR #401			
<p>22</p> <p>Page 3</p> <p>1/28 2:38</p> <p>Truck Loading Time</p> <p>Truck Arrived: <u>1/27/11 2:38</u></p> <p>Loading Completed: <u>1/27/11 2:38</u></p> <p>Load and Tolls are accurate</p> <p>Driver: <u>Fm</u> Loader: <u>16</u></p>			

#3 – completed BOL
that goes with the load

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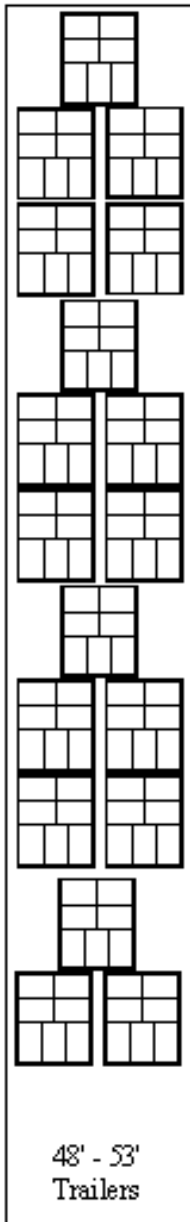


Giles Loading Configurations

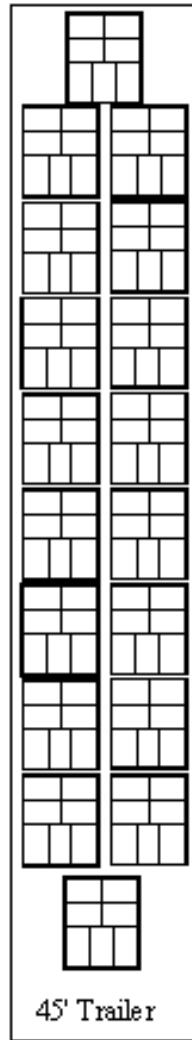
Anything loaded other than pallet configuration listed below is Drivers responsibility

(Drivers are to sign pick slip stating they want a different configuration than what is listed below)

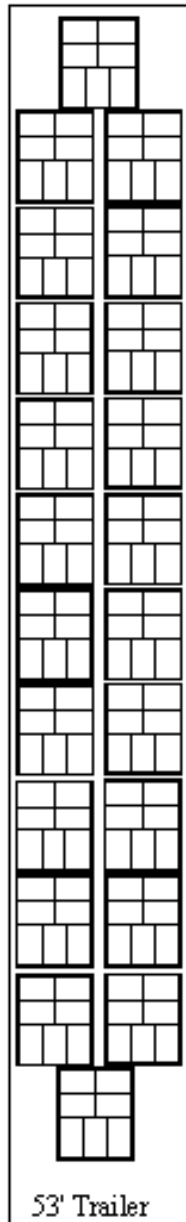
**Pallets
weighing
over
2,200 lb**



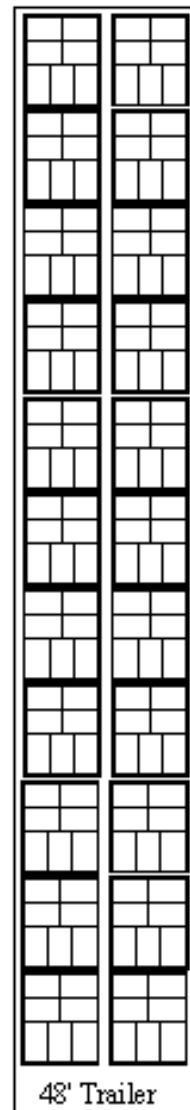
**Pallets
weighing
over
2,200 lb**



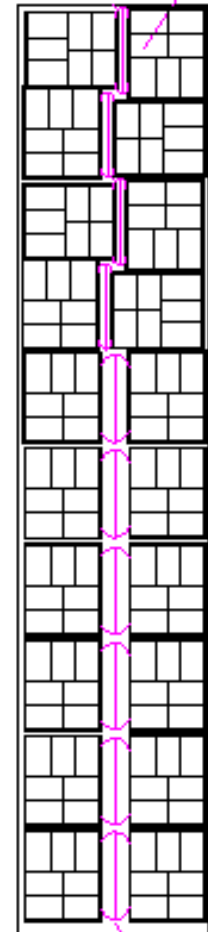
**Pallets
weighing
under
2,200 lb**



**Pallets
weighing
under
2,200 lb**





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



Air Bags
40' RXR
Container

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7.0 Reference Documents

N/A

8.0 Change Information

Updated using *SOP Template Instructions (Q12-PR-100-004)* and *Document Numbering (Q12-PR-100-003)*

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