

**GILES CHEMICAL ~ PREMIER MAGNESIA****Company Form**Title: **Training Log – Warehouse Operator** Number: **P13-FM-100-003**Owner: **Ashley Williams**Revision: **1**Effective Date: **04/15/16**Page: **1 of 3**

The following training is to be completed by Warehouse Operator by: _____

Employee: _____ Position: Warehouse Operator Date Position Entered: _____

| Section | Description | Initials | Date |
|----------------------------------|--|---|---|
| Quality | <ul style="list-style-type: none">• Manufacturing Safety and Housekeeping Policy - #P12-PL-100-001• Manufacturing Safety and Housekeeping Audit - #Q12-FM-100-004• Manufacturing Cleaning Procedure - #P15-PR-100-094• ID and Use of SCR Codes – On The Job Training• Using the Documentation System – Hands on Training | _____ _____ _____ _____ _____ | _____ _____ _____ _____ _____ |
| Safety | <ul style="list-style-type: none">• Manufacturing Evacuation Procedure - #S12-PR-200-003• Pre-Shift Fork Truck Inspection - #S14-PR-200-099• Forklift Checklist - #S14-PR-200-F099• Forklift Training – Course and Hands On | _____ _____ _____ _____ | _____ _____ _____ _____ |
| Bagger, Dryer, Palletizer | <ul style="list-style-type: none">• Super Sack Operation - #P15-PR-100-093• Bagger Cleaning Procedure - #P12-PR-100-034• Bagger Operation Procedure - #P12-PR-100-035• Bagger Calibration Procedure - #P12-PR-100-036• Palletizer Procedure - #P12-PR-200-039• Bag Weight Check and Control Chart - #P12-PR-100-040• Bagger - Daily Checks - #P12-PR-100-041• Bagger - Startup & Shut Down - #P12-PR-100-042• Bagger – Troubleshooting• Dryer Air Dehumidifier - #P12-PR-200-044• Screener Break | _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ | _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ |
| Shipping | <ul style="list-style-type: none">• Pallet & Super Sack I.D. Procedure• Crystal Product Truck Loading - #P12-PR-200-001• Liquid Product Truck Loading - #P14-PR-200-090• Releasing Day Shift Liquid Loads• Loading Dock Cleaning - #P13-PR-200-087 | _____ _____ _____ _____ _____ | _____ _____ _____ _____ _____ |

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| | | | |
|----------------------|---|---|---|
| Raw Materials | <ul style="list-style-type: none">• Boiler Treatment & Blow Down - #P12-PR-200-002• Manually Filling Day Hopper - #P12-PR-200-003• Proper Storage & Inspection of Acid Gear - #S12-PR-200-017• Acid Tanks and Supply Pump - #P12-PR-200-004• Acid Unloading Procedure - #P12-PR-200-005• Acid History Log Procedure - #P12-PR-200-007• Unloading Acid Trucks - #P12-PR-200-009• MgO Unloading Procedure - #P12-PR-200-006• MgO Car History Log Procedure• MgO Delivery System to Digesters #P13-PR-200-088 | <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> | <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> |
| Digesters | <ul style="list-style-type: none">• Monitoring System Alarms - #P12-PR-200-010• Operating the K-S Filter Press - #P12-PR-200-017• Operating the ACS Filter Press• Operating the Small Press - #P12-PR-200-021• Altering Filter Press Settings - #P12-PR-200-016• Filter Press Set Points - #P12-PR-200-020• Pressure Washing the K-S Filter Press - #P12-PR-200-018• Mother Liquor Management - #P12-PR-200-014• Digester Operations - #P12-PR-200-012• Starting and Stopping Digesters - #P12-PR-200-013• Starting Digester From Empty - #P12-PR-200-011• Digester Troubleshooting Flow Chart - #P12-PR-200-025• Cleaning the MgO Mix Pot - #P12-PR-200-015• Crystallizer Liquid Loads - #P12-PR-200-023• Operation of the Liquid Load pH Meter - #P12-PR-200-019• Salt Pour Back for Reprocessing - #P15-PR-100-022• Reprocess LMS System - #P15-PR-200-073 | <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> | <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> |
| Crystallizer | <ul style="list-style-type: none">• Crystallizer Operations - #P12-PR-200-026• Mass Flow Density Loop Washout - #P12-PR-200-027• Filling and Starting Crystallizer - #P12-PR-200-028• Evaluating Suspended Solids - #P12-PR-200-029• Fine Salt Loop - #P12-PR-200-030• Crystallizer Shutdown (Temporary) - #P12-PR-200-031• Crystallizer Extended Shutdown - #P12-PR-200-032• Dumping and Washing a Crystallizer - #P12-PR-200-033 | <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> | <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> |

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| | | | |
|----------------------|--|--|--|
| Technical | <ul style="list-style-type: none">• Electrical Outage Recovery• Power Out for 5 Minutes List• Process Temperatures• Adjusting the Electronic Density Meters• Restarting Monitoring System Screen• Rebooting Monitoring System Server | _____ _____ _____ _____ _____ _____ | _____ _____ _____ _____ _____ _____ |
| Forms | <ul style="list-style-type: none">• Digester Specific Gravity Log – #P12-FM-100-006a• Crystallizer Temperatures - #P12-FM-100-007• Press Life Log• Weekly Clean Day Log - #P12-FM-100-017• Arch Testing Log Manufacturing - #P13-QA-100-F070• Work Request Form - #M12-FM-200-006• Daily Duties Checklist - #P12-FM-100-021• Warehouse Rack Check• Upper Warehouse Diagram• Pre-Shipping Checklist Manufacturing - #P15-FM-100-053 | _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ | _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ |
| Miscellaneous | <ul style="list-style-type: none">• Using the Pressure Washer• Hose/Clamp Connect/Disconnect - #P15-PR-200-074• Arch Testing - Manufacturing - #P13-QA-100-070 | _____ _____ _____ | _____ _____ _____ |

Plant Manager: _____ Date: _____

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