

**GILES CHEMICAL ~ PREMIER MAGNESIA****Company Form**Title: **Training Log – Material Handler**Number: **P13-FM-100-002**Owner: **Ashley Williams**Revision: **1**Effective Date: **04/15/16**Page: **1 of 3**

The following training is to be completed by Material Handler by: _____

Employee: _____ Position: Material Handler 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	_____ _____ _____ _____	_____ _____ _____ _____

Controlled Document

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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/>
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/>
Technical	<ul style="list-style-type: none">• Electrical Outage Recovery• Power Out for 5 Minutes List• Process Temperatures• Adjusting the Electronic Density Meters	<hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/>

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Forms	<ul style="list-style-type: none">• Material Handler Log - #P12-FM-100-008• Press Life Log• Acid Gear Inspection - #P12-FM-200-026• Acid Car History Log - #P12-PR-200-F007• MgO Car History Log - #P12-PR-200-F008• LMS History Log - #P15-FM-100-054• USP Crystal LMS Production - #P13-FM-100-020	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
Miscellaneous	<ul style="list-style-type: none">• Using the Pressure Washer• Hose/Clamp Connect/Disconnect – #P15-PR-200-074	<hr/> <hr/>	<hr/> <hr/>

Plant Manager: _____ Date: _____

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