
	GILES CHEMICAL ~ PREMIER MAGNESIA		
	Company Procedure		
	Title: Truck Loading	Number: R13-PR-100-029	
	Owner: Monte Plott	Revision: 02	
	Effective Date: 07/31/15	Page: 1 of 3	

1.0 Purpose

To ensure that finished goods are loaded properly on trucks and to ensure that all corresponding paperwork is filled out correctly.

2.0 Scope

This procedure needs to be performed for each finished goods truck loaded. This procedure applies to all finished goods loaded from the Repackaging facility.

3.0 Responsibility

All Supervisors and Warehouse 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

The Repackaging facility has the ability to load only one truck at a time due to dock constraints. Drivers will contact the Repackaging facility to make his presence known. Drivers will be loaded according to dock availability. Drivers will be asked to remain at the Miller Street staging area until they are called by the warehouse to load their truck.

1. Warehouse operator will meet the truck driver at the dock and obtain his pickup number and compare that number to the scheduled pickup. If the numbers do not match then the driver must obtain the correct pick up number.
2. Driver needs to fill out the *Driver Pick Up Sheet (R13-PR-100-F029a)*. This form allows proper documentation of what driver has arrived to pick up and his destination as well as his time of arrival at the dock.
3. Warehouse operator will inspect trailer prior to loading and reject the trailer for the following:
 - Noticeable amount of dirt or refuse
 - Broken pallet pieces

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- Holes in the floor, walls or ceiling
- Moisture inside of the trailer
- Protruding objects that could puncture finished goods while in the trailer
- Landing gear that does not operate properly
- Tires that are in poor condition
- Unusual Odors
- If the previous load was a substance that could contaminate product

Driver will be asked to return once the trailer is acceptable or replaced if rejected. If the trailer passes inspection, operator will then take a picture of the empty trailer prior to loading.

4. Prepare product to be loaded according to assigned pickup number. Prior to loading, use *Shipment Inspection Checklist (R14-FM-100-077)* to inspect the product for proper integrity. Scan product and attach appropriate shipping labels to the pallets.
5. If a trailer is being loaded without the truck attached a jack stand will be placed under the trailer while loading for employee safety.
6. Load product onto the trailer.
7. Pick Slip should be filled out.
 - The pick slip identifies the product to be loaded and quantity to be loaded. Warehouse operator should sign, date and include time when product was inspected prior to loading.
8. Straight Bill of Lading (BOL) can be generated from Inventory system or provided by Customer Service. Warehouse operator should make sure that all information on the BOL is correct as to ship from and ship to addresses. Case quantity can be changed by striking through with a single line, date, initial and then write the correct amount on the BOL (Operator will need to repeat this on the pick slip).
9. Warehouse operator is to assure that all proper signatures and dates are noted on the BOL in the proper locations. All information blocks should be filled; any spaces that do not apply should have an N/A, date, initial, and reason included.
10. Warehouse operator should also note on the BOL the driver in and out times. This time refers to the time he docked his truck and time that he will pull away from the dock.
11. Record the seal number on the BOL.
12. 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.
13. Take a picture from the dock of the completed load prior to releasing the truck.

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14. The truck seal and a copy of the BOL will be handed to the driver. Once the truck has pulled away from the dock, the driver is responsible for closing the truck doors and securely placing the seal on them.

15. The packet of paperwork that is turned into the Customer service should contain the following:

- Completed BOL
- Pick Slip
- *Driver Pick Up Sheet (R13-PR-100-F029a)*
- *Repack Truckload Sign-off Sheet (R13-PR-100-F029b)*
- *Shipment Inspection Checklist (R14-FM-100-077)*

7.0 Reference Documents

<i>Driver Pick Up Sheet</i>	<i>(R13-PR-100-F029a)</i>
<i>Repack Truckload Sign-off Sheet</i>	<i>(R13-PR-100-F029b)</i>
<i>Shipment Inspection Checklist</i>	<i>(R14-FM-100-077)</i>

8.0 Change Information

Changed header, updated step 4 and 15 of procedure to include new form. Removed references to Pick Slip (Page 2) that is no longer used.

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