
	<b>GILES CHEMICAL ~ PREMIER MAGNESIA</b>		
	<b>Company Procedure</b>		
	Title: <b>Shipping Procedure</b>	Number: <b>R14-PR-200-052</b>	
	Owner: <b>Kim Williams</b>	Revision: <b>0</b>	
	Effective Date: <b>08/14/2014</b>	Page: <b>1 of 3</b>	

## 1.0 Purpose

The purpose of this procedure is to outline the shipping process at the Repackaging facility.

## 2.0 Scope

This procedure applies to the shipping of all products from the Repackaging facility.

## 3.0 Responsibility

Shipper: responsible for following this procedure

## 4.0 Safety Considerations

Safety glasses, steel toe shoes, hair/beard net(s), and smock are required when working in the Repackaging facility.

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

N/A

## 6.0 Procedure



1. Confirm P.O. number with driver over the phone.
2. Direct ships and PDC loads the shipping coordinator will bring pick up slips.
3. Driver fills out the *Driver Pick- up Sheet*.
4. Repack *Truck Load Sign-off* is filled out by the fork lift driver.
5. Fill in start time on *Driver Pick- up Sheet* after the truck has backed into the dock.
6. End time goes on *Driver Pick- up Sheet* pg.1 when loading is finished.

### Pick up slip pg.2

1. Write the product being loaded (ex: CVS 4#) in the item column.
2. Draw a line down under the product for however many pallets are being loaded of that product.
3. If more than one product is going on that load repeat the last two steps until complete.
4. Initial in the operator column.
5. Draw a line to match the items.
6. Initial and date the bottom of the page.
7. After loading is complete fill in the lot numbers and production date from printed paper.

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### Using the hand held scanner



1. Press enter to start.
2. Scan start RFS 1 time- this is located on the paper on the wall.
3. Scan user 2 twice- this is also located on the paper on the wall.
4. Press function 2.
5. Press function 2 again.
6. Enter pick up number under order spot and press enter.
7. Leave the finished good spot blank.
8. Press enter.
9. Enter trailer number off of the pick up sheet.
10. Scan pallet number first.
11. Scan item number- both the pallet number and item number are located on the stickers on the pallets.
12. Press enter 3 times.
13. Make sure the quantity on pallet is correct.
14. Press enter 5 times.
15. Press escape.
16. Scan the next pallet and repeat the last 4 steps for each pallet.
17. After scanning the last pallet press F1 for the packing list for ABS, direct ships, and Recochem only.
18. Place sticker on the same side of the pallet as the other sticker- make sure the correct sticker is on the correct pallet (each pallet has its own information on the sticker).
19. The place the blue round QC sticker on the pallet.

### Printing CoA process

1. Go to doc system on the computer.
2. Go to new site.
3. Click on repackaging.
4. Click on CoA.
5. Go down the list until you find the production month of load.
6. Click on it and scroll down until you find the lot number.
7. Click on the lot number- this will print the CoA for the truck driver.
8. On the computer fill in the customer name- this is the product that is being loaded.
9. Cost. Ref.-Aaron, if this is not an Aarons load leave blank.( you can find out if the load is going to Aarons by looking in the top left hand corner of pick slip.
10. Shipper- this is the carrier on the pick up sheet.
11. Fill in ship date.

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12. Trailer number- this is located on the pick up sheet.
13. Bill of lading- this is located on the pick up sheet.
14. Pick up number- this is located on the pick slip.
15. Manufactured number- this is the production date found on the print out.
16. Expiration date- this is the month and three years from the production date.

### **Back on bill of lading**

1. Fill in the vehicle number (this is the trailer number) in the center area.
2. Write your time in and time out.
3. In the first empty block write the seal number-this is the silver lock out strip.
4. Then sign, date, and put the finish time at the bottom of the bill of lading.
5. Mark the check box on the WMF BoL. This is especially important with PDC and Direct Shipments.

### **End of loading**

1. On a blank piece of paper write the customer pick up number and today's date.
2. Place paper and packing list on the last pallet loaded.
3. Give the driver the seal.
4. Take a picture of the finished load.
5. Make sure the driver signs the straight bill of lading and the repack truck load sign off.
6. If there are more than 1 BoL per truck, a multi BoL sheet must be filled out. The carrier identifier is the trailer number.

**These are legal documents and should be treated as such!**  
**They must be complete and legible!**

## **7.0 Reference Documents**

*Driver Pick- up Sheet*      (R13-PR-100-F029a)  
*Truck Load Sign-off*      (R13-PR-100-F029b)

## **8.0 Change Information**

New Document

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