



GILES CHEMICAL ~ PREMIER MAGNESIA

Company Procedure

Title: **Finished Goods Loading**

Number: **R13-PR-100-029**

Owner: **Monte Plott**

Revision: **0**

Effective Date: **5/14/13**

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 and needs to fill out the *Driver Pick Up Sheet (R13-PR-100-F029a)*. This format 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 should inspect trailer prior to loading. If trailer has an unacceptable level of dirt or refuse, shows signs of moisture (leaking), or an unacceptable odor the trailer should be rejected and the driver will be asked to return once the trailer is acceptable to load or has been replaced.

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	Title: Finished Goods Loading	Number: R13-PR-100-029	
	Owner: Monte Plott	Revision: 0	
	Effective Date: 5/14/13	Page: 2 of 3	

4. Prepare product to be loaded according to assigned pickup number. Product should be inspected for proper integrity prior to loading. Product should be scanned and appropriate shipping labels attached to the pallets.
5. If trailer is being loaded without the truck attached. Jack stand should be placed under the trailer while loading.
6. Load product onto the trailer.
7. Pick Slip (Page 1 and Page 2) should be filled out.
 - Page 1 of the pick slip identifies the product to be loaded and quantity to be loaded. Loader should sign, date and include time when product was inspected prior to loading.
 - Page 2 of the pick slip should be filled out in its entirety. Any spaces that do not apply should have an N/A included. Each pallet should fill one line of the form. If there are repetitive entries then a straight line can be used to denote same information.
8. Straight Bill of Lading (BOL) can be generated from Inventory system or provided by Customer Service. Loader should make sure that all information is correct on the BOL is correct as to ship from and ship to addresses. Case quantity can be changed by a single line strikethrough if need be.
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 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. Seal number should be noted 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. Prior to releasing the truck and after loading the last pallet, a picture should be taken from the dock of the complete load.
14. Once the truck has pulled away from the dock, the seal should be placed on trailer door to ensure closure and seal the truck.
15. The packet of paperwork that is turned into the Customer service should contain the following:
 - Completed BOL
 - Pick Slip (Page1 and Page 2)
 - *Driver Pick Up Sheet*
 - *Repack Truckload Sign-off Sheet (R13-PR-100-F029b)*

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Page: **3 of 3**



7.0 Reference Documents

Driver Pick Up Sheet (R13-PR-100-F029a)
Repack Truckload Sign-off Sheet (R13-PR-100-F029b)

8.0 Change Information

New Document

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