

**GILES CHEMICAL ~ PREMIER MAGNESIA****Company Form**Title: **Training Log – Lead Operator**Number: **P13-FM-100-004**Owner: **Lee Cagle**Revision: **0**Effective Date: **04/05/13**Page: **1 of 3**

*The following training is to be completed by Lead Operator by: \_\_\_\_\_*

*Employee: \_\_\_\_\_ Position: Lead Operator Date Position Entered: \_\_\_\_\_*

Section	Description	Initials	Date
Quality	<ul style="list-style-type: none"><li>• Safety and Housekeeping Policy - #P12-PL-100-001</li><li>• Safety and Housekeeping Audit - #Q12-FM-100-004</li><li>• ID and Use of SCR Codes – <b>On The Job Training</b></li><li>• Using the Documentation System – <b>Hands on Training</b></li></ul>	_____ _____ _____ _____	_____ _____ _____ _____
Safety	<ul style="list-style-type: none"><li>• Pre-Shift Forklift Inspections- #P12-PR-200-067</li><li>• Daily Checklist for Forklifts- #P12-PR-200-F067</li><li>• Forklift Training – <b>Course and Hands On</b></li><li>• Evacuation - #S12-PR-200-003</li></ul>	_____ _____ _____ _____	_____ _____ _____ _____
Bagger, Dryer, Palletizer	<ul style="list-style-type: none"><li>• Bagger Cleaning Procedure- #P12-PR-100-034</li><li>• Bagger Operation Procedure- #P12-PR-100-035</li><li>• Bagger Calibration Procedure- #P12-PR-100-036</li><li>• Palletizer Procedure- #P12-PR-200-039</li><li>• Bag Weight Checks and Control Chart- #P12-PR-100-040</li><li>• Daily Checks- #P12-PR-100-041</li><li>• Bagger - Startup &amp; Shut Down- #P12-PR-100-042</li><li>• Bagger - Troubleshooting- #P12-PR-200-043</li><li>• Dryer Air Dehumidifier- #P12-PR-200-044</li><li>• Screener Break- #P12-PR-100-045</li><li>• Centrifuge- #P12-PR-200-037</li><li>• Checking the Centrifuge Basket- #P12-PR-200-046</li></ul>	_____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____	_____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____
Shipping	<ul style="list-style-type: none"><li>• ID of Pallets and Super Sacks- #P12-PR-200-072</li><li>• Crystal Product Truck Loading- #P12-PR-200-001</li><li>• Liquid Loading System- #P12-PR-200-069</li><li>• Releasing Day Shift Liquid Loads- #P12-PR-100-068</li></ul>	_____ _____ _____ _____	_____ _____ _____ _____
Raw Materials	<ul style="list-style-type: none"><li>• Manually Filling Day Hopper- #P12-PR-200-003</li><li>• Acid Tanks and Supply Pumps- #P12-PR-200-004</li><li>• Acid Unloading Procedure- #P12-PR-200-005</li><li>• MgO Unloading Procedure- #P12-PR-200-006</li></ul>	_____ _____ _____ _____	_____ _____ _____ _____

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<b>Technical</b>	<ul style="list-style-type: none"><li>• 85 Tons per Shift Production Rate - #P12-PR-200-055</li><li>• 93 Tons per Shift Production Rate - #P12-PR-200-062</li><li>• Voluntary Electrical Shutdown - #P12-PR-200-063</li></ul>	_____	_____
<b>Forms</b>	<ul style="list-style-type: none"><li>• Digester Log – #P12-FM-100-006</li><li>• Vacuum Log - #P12-FM-100-007</li><li>• Daily Bag Production Report - #P12-FM-100-009</li><li>• Pallet Count Log - #P12-FM-100-010</li><li>• Shift Change Report - #P12-FM-100-011</li><li>• Press Life Log - #P12-FM-200-012</li><li>• Pour Back Log - #P12-FM-200-013</li><li>• Clean Day Log - #P12-FM-100-017</li><li>• Arch Testing Log - #P13-PR-100-F070</li><li>• Work Request Form - #P12-FM-200-020</li><li>• Daily Duties Checklist - #P12-FM-200-021</li><li>• Warehouse Rack Check - #P13-PR-100-F071a</li><li>• Upper Warehouse Diagram - #P13-PR-100-F071b</li><li>• Crystallizer Dump Log - #P12-FM-200-023</li><li>• Acid Gear Checks Sheet - #P12-FM-200-026</li><li>• Daily Weight Check Sheet - #P12-FM-100-014</li><li>• SS Machine – Weight Check - #P12-FM-100-015</li><li>• 16.8 Kg Weight Check Sheet - #P12-FM-100-016</li></ul>	_____	_____
<b>Miscellaneous</b>	<ul style="list-style-type: none"><li>• Using the Pressure Washer - #P12-PR-200-066</li><li>• Arch Testing – Manufacturing - #P13-PR-100-070</li><li>• Trouble Shooting Ideas - #P12-PR-200-075</li></ul>	_____	_____

Plant Manager: \_\_\_\_\_ Date: \_\_\_\_\_

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