



# Employee Training Checklist

Name: \_\_\_\_\_

Position: \_\_\_\_\_ Hire Date: \_\_\_\_\_

## MATERIAL HANDLER

Begin job Orientation training with : \_\_\_\_\_/\_\_\_\_\_

- |  |  |
|--|--|
| <input type="checkbox"/> Material Handler Responsibilities   | <input type="checkbox"/> Introduction to MgO and Sulfuric Acid |
| <input type="checkbox"/> Liquid Loading  | <input type="checkbox"/> Reaction / Digesters / Giles Process  |
| <input type="checkbox"/> Digester Operation  | <input type="checkbox"/> Magnesium Oxide                       |
| <input type="checkbox"/> Maintenance   | <input type="checkbox"/> Raw Material Suppliers                |
| <input type="checkbox"/> Raw Materials   | <input type="checkbox"/> Process Characteristics               |
| <input type="checkbox"/> Complete Responsibility for unloading and supplying plant with Raw Material | <input type="checkbox"/> Sulfuric Acid                         |
|  | <input type="checkbox"/> Raw Material Suppliers                |
|  | <input type="checkbox"/> Safety Concerns                       |

Trainee Signature of Comprehension: \_\_\_\_\_/\_\_\_\_\_

Material Handler Training by : \_\_\_\_\_/From \_\_\_\_\_ to \_\_\_\_\_

Material Handler Training by : \_\_\_\_\_/From \_\_\_\_\_ to \_\_\_\_\_

Material Handler Training by : \_\_\_\_\_/From \_\_\_\_\_ to \_\_\_\_\_

- |  |   |
|--|---|
| <input type="checkbox"/> Magnesium Oxide   | <input type="checkbox"/> Liquid Loading   |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> - MgO Unloading procedures      | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> - Density and Temperature Charts |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> - Empty Car Release             | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> - Operating Liquid Load System   |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> - Diverter valves and 3 silos   | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> - Press Operation and Cleaning   |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> - Rotary valves and settings    | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> - Line Clear and Back washes     |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> - Level Indicators              | <input type="checkbox"/> Filter Press Operation   |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> - Blower and Day Hopper         | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> - Operating Filter Press         |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> - Digester feed rotary valves   | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> - Filter Press Set Points        |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> - Dial settings                 | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> -                                |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> - Mixing Pots                   | <input type="checkbox"/> Boiler Room  |
| <input type="checkbox"/> Sulfuric Acid   | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> - Blow Down & Boiler treatments  |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> - Personal Protective Equipment | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> - Air Compressor                 |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> - Unloading Procedures          | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> - Natural and Propane Gas        |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> - Empty Car Release             | <input type="checkbox"/> Digester Operation   |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> - Acid tanks and valves         | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> - Operating Procedures           |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> - Level Indicators              | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> - Rotary controls for MgO feed   |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> - Air Compressor                | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> - Day hopper and MgO Pots        |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> - Digester Acid Valves          | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> - Acid Valves Operation          |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> - pH probes and settings        | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> - Density control                |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> - Min -3 supervised acid dumps  | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> - pH probes                      |
|  | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> - Recirculating Line             |

Trainee Signature of Comprehension: \_\_\_\_\_/\_\_\_\_\_