

Instruction Document:

Blend Requests

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| Document Number: Instruction Document – Blend Requests | Revision No: 000 | Approval Date: June 14, 2017 |
| Name and Position of Document Approver: Colin Fraser, Lead - Logistics | | |

# Purpose & Scope

* This instruction document outlines the minimum requirements that must be met when requesting a load from the bulk plant.

# Roles & Responsibilities

The instruction document activities described below must be completed by competent personnel. Every effort has been made to ensure the accuracy and reliability of this information.

1. Implementation

* The Lead - Logistics provides direction to Coordinators and provides resources to allow consistent rollout, training, implementation, and evaluation of all procedures; as well as ensuring implementation of this instruction document.

1. Supervision

* The Coordinator team performs the activities of this service under the supervision of the Lead - Logistics.

1. Risk Management

* The Lead - Logistics oversees requirements for the communication, implementation and monitoring of this instruction document. It is the responsibility of the Lead - Logistics to assess operations against documented processes.

1. Other (if applicable)

| TASK | STEPS | notes/hazards/  comments |
| --- | --- | --- |
| pre-job preparation | | |
| Preparation  C:\Users\mthomas\Desktop\WORK INST\ICONS + LOGOS\PREPARE.jpg | 1. Prepare call sheet within eService upon receipt of a cement order from a client (Coordinator) |  |
| Tools/Equipment Required  Description: Gartoon-Gnome-desktop-config | Ensure that you have the following items before you begin:   1. Access to the internet and email 2. Adobe PDF software. 3. Access to latest version of bulk plant calculator | All coordinators should have the ability to send and receive e-mails from their respective dispatch’s shared e-mail account. Each bulk plant should have its own shared e-mail account, accessible by all employees that work in that bulk plant. |
| instruction DOCUMENT | | |
|  | 1. Verify that the blend on the call sheet matches the most current version of the applicable program. |  |
|  | 1. Email the district bulk plant with a PDF version of the program. Include a PDF version of the call sheet, with units, personnel, and blend tonnage included in the Units and Personnel section. Ensure to CC the district team leads on email. | Refer to the Sanjel Equipment Spec Sheet for information regarding bulk truck capacities. |
|  | 1. The Bulk Plant will send dispatch a completed version of the Bulk Plant Calculator document, in PDF format. Double check these numbers using both the program and call sheet for accuracy. | If there is no response from the BP within ten minutes of sending the initial request, call the BP on call phone to confirm receipt of the email. |
|  | 1. Once these are confirmed, reply to the email with a “good to go” verification. | If there is a discrepancy in the Bulk Plant Calculator, email the Bulk Plant in order to keep a correct paper trail. Ensure any corrections are emailed back and rechecked. |
|  | 1. Once the cement order has been loaded onto the bulk truck(s) requested, the Bulk Plant will scan the completed MTS sheets to the dispatch email for review. Attach MTS to the call sheet in eService. |  |
|  | 1. Save the MTS into the proper monthly folder, located in P:\Operations |  |

If there any requests or discrepancies are found in this instruction document, please complete an MOC (if required) and email [Instructions@sanjel.com](mailto:Instructions@sanjel.com) to review.