

Document Details:

Document Title:	OFFLOADING GRAINS
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1 Purpose

The purpose of this document is to provide guidance for operators on how to offload grains inside the intake at the EAX silos plant.

2 Scope

This document describes the offloading procedure at the intake in accordance with Good Manufacturing Practices. These procedures are intended to provide an injury free and incident free workplace.

All activities shall be conducted in Safe, Healthy and Environmentally (SHE) responsible manner.

3 PPE requirements

Gum boots
 Dust masks
 Hand gloves (cut resistant)
 Overall
 Safety glasses
 Hair nets

4 Safety procedures

- All Required PPE shall be worn
- During offloading, operators shall be supervised and no one is allowed to offload without the presence of a quality team member.
- Before offloading, every truck must pass through the weighbridge



LSR # 1 No drugs while working; only smoke in designated areas; no alcohol at Work



LSR # 2 Work with a valid permit when required

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5 Required equipments during offloading

Knives for cutting sacs
Sample spears.

6 Offloading procedures

- I. Truck must wait for approval from quality team member, before leaving the weighbridge
- II. Trucks are directed towards the intake hall of the hopper (One by One) for grains to be physically checked.
- III. During offloading each and every bag is opened using a knife and a sample is taken using sampling spears to ensure the quality of grains.
- IV. Good grains are taken directed into the hopper.
- V. Grains that are not meeting standards (which are not good) are taken back to the truck.
- VI. After offloading, each truck takes its empty sacs.

7 Documentation

Offloaded truck in Log Book shall be filled

8 Record

- 8.1 Work permit (AIF/SHE/SOP/006-FA)
- 8.2 Offloading order

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9 Related documents

- 9.1 Good Received Note
- 9.2 Grading Certificate
- 9.3 Rejection Form