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DEPARTMENT: Salt Plant

AREA: Warehouse

OWNER: Salt Plant Training and Quality Supervisor

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COLOR KEY

Work Inst.	Quality	Safety

SAFETY MESSAGE

Drive the forklift in reverse when carrying pallets.

#	SIMPLIFIED WORK STEP	KEY POINTS
Step 1	TAKE the First Pallet Off the Pallet Conveyor	<ul style="list-style-type: none"> PLACE pallet divider on top of pallet. PICK pallet up off the pallet conveyor. PLACE the pallet on the floor.
Step 2	PLACE a Pallet Divider on the Second Pallet if Necessary	<ul style="list-style-type: none"> DETERMINE whether the second completed pallet also requires a pallet divider. <ul style="list-style-type: none"> Stored products should have dividers between each pallet but not on top of the pallet.
Step 3	STACK Two Pallets if Necessary	<ul style="list-style-type: none"> PICK UP a second pallet of product. STACK the second pallet on top of the first in the alternate direction. <ul style="list-style-type: none"> ENSURE that the lot codes face opposite directions. ENSURE there is a pallet divider between the pallets but not on top of the stack.
Step 4	INSPECT the Product	<ul style="list-style-type: none"> DRIVE AROUND the stack of pallets, inspecting all sides. <ul style="list-style-type: none"> Pallet is correct for the SKU. Stretch wrap is corrected. Top caps must be present. Product is correct. Lot code is legible and accurate. Pallets are stacked squarely. Number of bags per pallet is correct.
Step 5	PICK Up the Pallets	<ul style="list-style-type: none"> PICK UP the stack. <ul style="list-style-type: none"> ENSURE the forks are high enough off the ground to avoid snagging the pallets.
Step 6	STORE the Product	<ul style="list-style-type: none"> DRIVE the forklift in reverse while carrying the pallets. STORE the pallets in the designated location using the FIFO technique.

PICTURES



Always inspect the completed pallets before storing them.

