

STANDARD PROCEDURE INSTRUCTION

Title		SPI # 28-5
Weighing Incoming and Outgoing Trucks		
Department	Supersedes SPI Dated	Effective Date
Purchasing and Warehousing	Jan 1993	September 2002

1. PURPOSE

- 1.1 To obtain accurate weights for the purpose of invoicing and inventory control.

2. SCOPE

- 2.1 To weigh specified incoming and outgoing trucks.
- 2.2 Documenting and summarizing specified commodities for receiving, invoicing and inventory purposes.

3. PROCEDURE

3.1 Weighing Incoming Trucks during normal working hours

3.1.1 Trucks transporting materials into the T-1 Plant proper are to be weighed for gross weight before unloading commences. The scale ticket with the gross weight recorded is to be retained by the Security Guard until the truck is fully unloaded. The empty truck is to be weighed for tare weight. When the tare weight is recorded on the original scale ticket, the truck may be released. The Security Guard will make the necessary calculations to establish the net weight. The calculation is made by subtracting the tare weight from the gross weight.

3.2 Summarizing commodities for Receiving, Record, Invoicing and Control purposes

3.2.1 All specified material scale tickets are to be forwarded to the appropriate person daily; as per attached Appendix 'A'.

APPROVED _____ GENERAL MANAGER, THOMPSON OPERATIONS

DATE _____

Reviewed by: T. McIntosh
Appendix 'A'

Date: Sept 13, 2002

SPI #28-5

SCALE TICKET DISTRIBUTION

Warehouse Receiving Attn: Mary Morris

Alum

Canbra Foods,

Cement , flyash, and blended cement

Grinding Balls

Lime

Petroleum Coke

Soda Ash

Xanthate

Liquid Oxygen

Liquid Nitrogen

MIBC

Diesel and Gasoline Delivery slips from Kennedy Energy

Scrap Steel Leaving by truck

Smelter Pro-tech Attn: Kim Jervis

Copper Concentrate

Quartz Flux (Manasan Quarry)

Nickel Concentrate Agmet, Kuntz, Cosmos, Clydach DER

Traffic Dr 1 Main Warehouse Attn: Nancy Stapleton

All Nickel loads leaving plantsite

Copper Calcine from Smelter

T-1 Mine Engineering Attn: Cal Liske

Mine Ore

T-1 Mine Engineering Attn: Dave Willock

Mine Waste Rock

Mines Planning General Office Attn: Kevin Taylor

Flux Sand (Airport gravel pit)

APPROVED _____ General Manager – Manitoba Operations

DATE _____