

GUARDHOUSE QUESTIONNAIRE

TO BE COMPLETED BY GUARDHOUSE PERSONNEL



Date: _____ Time: _____ Load/Unload Dept: _____

Carrier Name: _____ Truck Number: _____

Driver Name: _____ Drivers License No./State _____

Empty <input type="checkbox"/>				
Loaded <input type="checkbox"/>	➔	No Tarp <input type="checkbox"/>		
		Tarped <input type="checkbox"/>	➔	Provide driver with tarping station instructions AND <input type="checkbox"/>
				Call department to escort the truck to the tarping station <input type="checkbox"/>

QUESTIONS TO ASK THE DRIVER:

Have you been here before?	No <input type="checkbox"/>	➔	Complete Safety Orientation	
	Yes <input type="checkbox"/>	➔	Do you have a Safety Orientation Card?	Yes <input type="checkbox"/>
				No <input type="checkbox"/>
				➔
				Verify expiration date <input type="checkbox"/>
				➔
				Complete Safety Orientation <input type="checkbox"/>

Do you have any passengers with you?	No <input type="checkbox"/>			
	Yes <input type="checkbox"/>	➔	Under 16 years of age?	Yes <input type="checkbox"/>
				No <input type="checkbox"/>
				➔
				Not allowed in the Plant <input type="checkbox"/>
				➔
				Passenger complete safety orientation <input type="checkbox"/>

➔ CALL DEPARTMENT FOR ESCORT TO LOADING/UNLOADING AREA

INFORM DRIVER OF THE FOLLOWING:

- Please stay on the painted walkways where available.
- Speed Limit in the Plant is 10 MPH.
- Headlights must be on at all times when your vehicle is in operation.
- Engine must be shut off and brake set when you are not in the drivers seat. This is very important.
- You and your passenger must stay inside the vehicle or in the quarantined area during loading or unloading.
- You will be monitored and videotaped while loading or unloading.
- You **cannot** be on any part of the truck or trailer that is higher than 4 feet; Not even for a second. **Do you understand this completely?** Please ask to be directed to the tarping station if you need to be above 4 feet for any reason.
- For assistance or questions at any time, contact Alcoa Security on CB channel 19, or on the radio provided.
- When leaving:** Stop your vehicle at the front gate - park towards the right side of the road - not blocking traffic.
Shut engine off.
Set parking brake
Proceed to the guardhouse
Sign out
Return equipment

EQUIPMENT - Check only if provided

Provided	Returned		Provided	Returned	
<input type="checkbox"/>	<input type="checkbox"/>	Safety Glasses	<input type="checkbox"/>	<input type="checkbox"/>	Footwear
<input type="checkbox"/>	<input type="checkbox"/>	Vest	<input type="checkbox"/>	<input type="checkbox"/>	Spats and Shroud
<input type="checkbox"/>	<input type="checkbox"/>	Hard Hat	<input type="checkbox"/>	<input type="checkbox"/>	Ear Plugs
<input type="checkbox"/>	<input type="checkbox"/>	Pants	<input type="checkbox"/>	<input type="checkbox"/>	Portable Radio
<input type="checkbox"/>	<input type="checkbox"/>	Shirt			

Guard Signature and Date: _____

Entered in database