

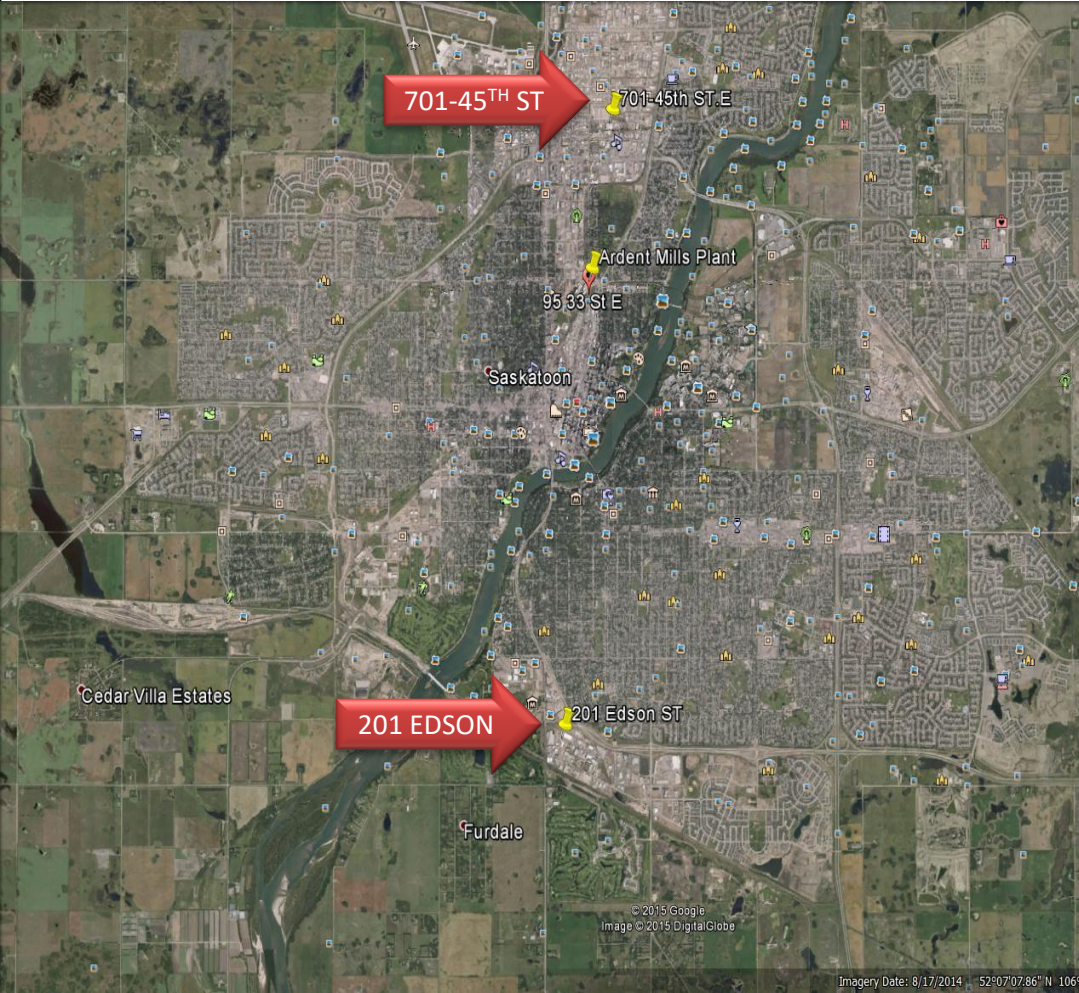
GREAT WEST

DISTRIBUTION LTD.

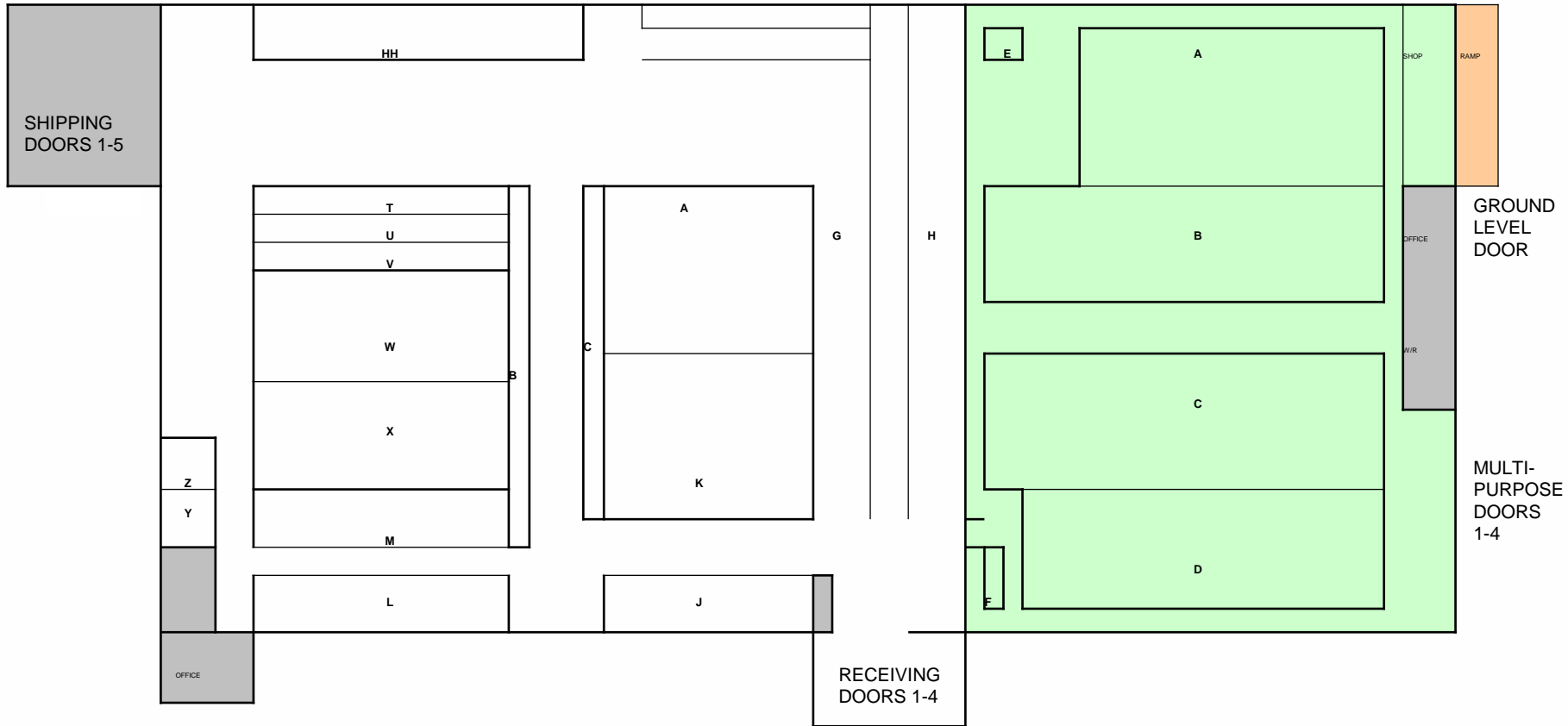
A LEADER IN 3RD PARTY DISTRIBUTION MANAGEMENT

GREAT WEST

DISTRIBUTION LTD.



201-221
EDSON



OUR MISSION

“ To achieve absolute customer satisfaction by delivering warehouse services of premium value, on time, at a standard second to none”

FACILITY

Great West Distribution Ltd. was established in 1996 by Garry Pozniak, who remains today as President and leader of our company.

We are prepared to provide our customers with a total third party logistics package designed to fit your specific needs.

Our facility (201 Edson Street) includes 105,000 sq ' of ambient / food grade storage warehouse and additional lighted yard space to accommodate 30 trailers.

This building is block and metal clad.

Roof is "A-Frame" metal clad with membrane.

Lighting is overhead LED which are unbreakable. All dock lights used in building are shatterproof.

Presently this building is mixed racking (both upright and drive through) and bulk storage. This footprint can be altered to suit requirements.

This facility is up and running and ready to accommodate the needs of our customers.

We have the capacity to expand our footprint to utilize our additional 75,000sq' (45th Street) warehouse located in the northern part of the city. This building is organic certified.



MATERIALS HANDLING AND ACCESSORY EQUIPMENT

Equipment used for product movement includes:

- Sit Down Cushion Tire Forklifts
- Stand Up Reach Trucks
- Pallet Jacks
- Push/Pull Forklift-(Slip Sheet Loading)
- Bobcat-(loading flat decks & yard maintenance)
- Scissor Lift

In addition we utilize a number of Pallet Wrappers and a Pallet Inverter



BUILDING OPERATIONS

Loading and Unloading is done with a combination of 14 Dock Doors.

- 1 Receiving Area- (4 Doors)
- 1 Shipping Area- (5 Doors)
- 1 Combination Area- (4 Doors)
- 1 Ground Level Door

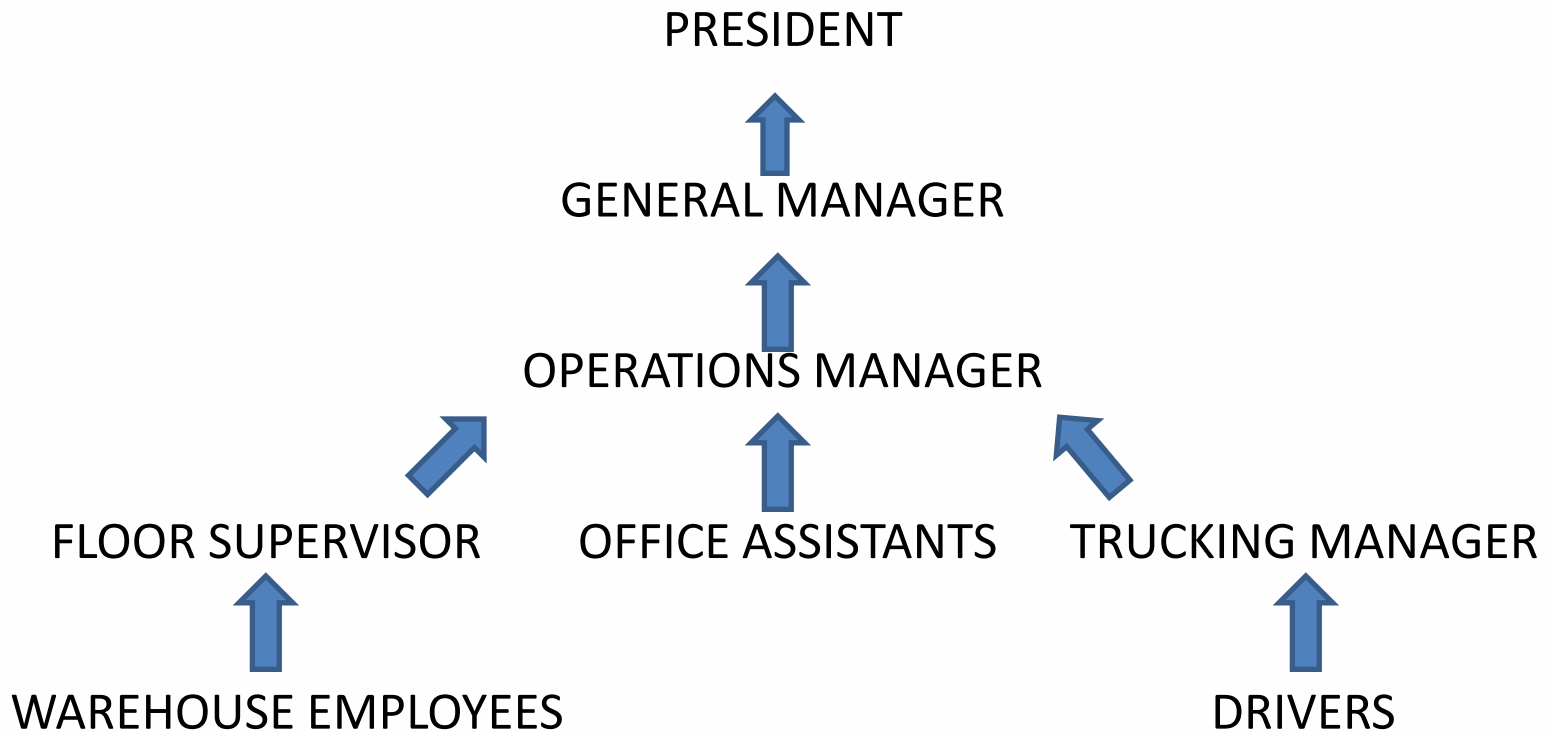
This facility is walled and split 65,000 sq' and 40,000sq'

The 40,000 sq' building can be split off and is "Chemical Certified"



EMPLOYEES

REPORTING STRUCTURE



STAFF

WAREHOUSE-STAFF

Great West operates with 18 warehouse employees.

We are proud to say, we have very limited turnover. The average years of employment would be 8-10 yrs.

We would rate our staff as:

15 Senior- (Capable of any distribution assignment including supervision)

3 Intermediate- (Capable of most distribution assignments)

Training Time for New Hires –one and one half hours classroom-(with supervisor) One week mentorship (with senior employee)

All Staff are full time employees and receive full benefits.

Occasionally, we may bring in “Temp Labor” for specific customer requirements . (i.e.)-de-stuff trailers / restack pallets.

TRANSPORT-STAFF

Transport operates with 16 employees.

Average years of employment would be 3-5.

Turnover as per the industry is higher than warehouse, but minimal compared to regional competition.

Training Time for New Hires – one and one half hours classroom-(with Trucking Manager) 3- 5 days with senior driver-depending on experience.

SECURITY

ALARM SYSTEM

Fully alarmed building with 24 hour monitoring(ADT)

All man and overhead doors are alarmed.

EMPLOYEE ATTENDENCE

Finger Print payroll system- Allows us to know at all times the staff that is working, including historical records.

BUILDING SECURITY POLICY

- 1) Man doors to be locked at all times.
- 2) Overhead doors to be closed at all times when not loading or unloading.
- 3) All outside drivers must identify themselves and sign entry log when entering warehouses.
- 4) All drivers must remain in designated areas when inside warehouses.
- 5) All doors must be rechecked for proper closure when closing building.

YARD

Outside Halogen Lighting covering Doors and Yard.

TRAILERS

All loaded trailers are sealed and secured against doors or building.

SECURITY

FIRE PROTECTION

All buildings have fire suppression systems with 24 hour monitoring.
Buildings and equipment are outfitted with fire extinguishers.

VISITOR POLICY

All visitors register and sign in at reception.

Visitors are then issued passes and reflective vests.

All visitors are accompanied by a member of management when in the facilities, either during working hours or after hours.

No one is allowed in the warehouses unescorted.



INSURANCE

Great West carries “General Liability Insurance” (Bodily Injury & Property Damage) in the sum of \$5,000,000.

Automobile and Non-Owned Automobile Liability is also carried in the sum of \$5,000,000.

Motor Truck Cargo is covered for \$200,000.

Additionally we carry a “Warehouseman’s Floater” in the sum of \$4,000,000. at our Edson Street location and \$3,000,000. at our 45th Street location.

This coverage protects all customer goods in our possession.

Coverage is also carried at all locations, to cover our operating equipment. (Both office and warehouse.)

All buildings are appropriately covered. (Fire and extended coverage)

OPERATIONS

INVENTORY

Day to Day Inventory is tracked on Great West's WMS. Scanning system and label printer used on incoming product

QUALITY CONTROL

This is done in house continuously-staff monitored

Consists of:

- order picking checks-(every order done daily)
- receiving trailer checks
- shipping trailer checks
- daily warehouse walk-thru-(by manager)

SECURITY AUDITS

Done by Third Party -Quarterly

CUSTOMER SERVICE

BILLING

Our billing process is done by drawing accumulated data from Great West -WMS and invoiced weekly/monthly.

HOURS

Our standard hours of operation are 6:30am to 6:00pm Monday to Friday

We make ourselves available to work outside these hours 24/7 upon practical notification.

FOOD SAFETY

EXTERNAL AUDITS-

Complete Audits are performed quarterly by Third party.

FDA BIOTERRORISM CERTIFICATE

Great West are FDA Certified under : **CERTIFICATE #16521040646**

CERTIFICATES

Eco-Cert organic certification.

QUALITY CONTROL

FACILITY MANAGER

- 1)-Ensure full compliance to GFSI standards.
- 2)-Assure proper environment (heat /humidity) is maintained in facility.
- 3)-Make certain product is stored in proper locations to avoid cross contamination with allergens and non-organic product.
- 4)-See that orders are shipped on the FIFO system. (Unless there is an override request from the customer.)
- 5)-Advise customer of any improprieties or irregular changes to their stored product.

EMPLOYEE HYGIENE POLICY

- 1)-Wear clean clothes and suitable footwear within all warehouse facilities.
- 2)-All employees must wash hands when leaving rest room facilities.
- 3)-Perfume and aftershave is discouraged when in contact with food products.
- 4)-Eating food and drinking beverages are restricted to specific areas designated within the facility.
- 5)-Lunches and personal effects will not be stored or placed in product storage areas. All such items will be confined to an area defined by company management.
- 6)-Non-company personnel (visitors) are required to conform to company food safety and hygiene policies.
- 7)-Employees must not bring into the warehouse portion of the facility, hard plastic or glass objects.

EMPLOYEE TRAINING-

Food Safety training is done at indoctrination session following hiring.

Annually our food safety practices are reviewed and signed off by employees.

Food Safety is a topic on our monthly employee meetings. At this time any concerns or issues are discussed.

GLASS POLICY

Lighting is overhead LED which is unbreakable. Dock lights are shatterproof.

Some glass is stored from time to time at our 45th Street Location.

In the event that glass gets into the facility from an unknown source. (i.e.) Outside trailer-picked up on a pallet.

- We have an immediate clean up.
- Isolate and inspect all product within 50' of sighted glass or breakage.
- Record incident in our "Glass Damage Log".
- Notify all affected clients of the incident

ALLERGEN CONTROL POLICY

Great West has an Allergen Control policy.

The purpose of the program is to prevent the cross contact of allergen ingredients with other products.

- Clients are to advise us when products containing allergens are coming into our warehouse.
- Upon receipt, products are then marked with RED stickers and moved for storage to a designated storage area, separate from non allergens in the warehouse.
- Products are separated by racks and labeled with ingredient name.

PEST CONTROL PROGRAM

We have a contract in place with ORKIN/PCO to do weekly inspections on all “Ketch all Mouse Traps” in the facilities. At the same time the building is inspected for any signs of insect or bird activity.

On a monthly basis all bait stations on the outside perimeter of the buildings are serviced.



SYSTEMS

WAREHOUSE MANAGEMENT SYSTEM

Great West operates with a WMS that was built to conform with the needs of our customers.

The system is capable of all reporting needs. Whenever we have been requested for additional reporting output we have had our IT people make the necessary improvements to accommodate.

Great West has the capabilities to accommodate EDI needs. We presently outsource to a third party who fully support the system.

TRANSPORT MANAGEMENT SYSTEM

At present time all of our Transport Management is done with in-house systems built by our Transport Department.

TRANSPORTATION



TRANSPORTATION

CAPABILITIES

Great West has a fleet of:

14 Semi Tractors

14-' Trailers

1-Refrigerated 5-Ton Van

1-Chassis- (Capable of 40' & 53' container moves)

Our fleet operates principally in the Province of Saskatchewan, if requested we will go to the neighboring provinces (Manitoba & Alberta) with special permits.

LOAD CONSOLIDATIONS

At the request of our clients we will arrange load consolidations. The benefits are the cost efficiencies that the client receives.

MODES OF TRANSPORTATION

We presently load and unload local and OTR Trucks and Containers.

Full provincial semi tractor trailer service available.

Minor local Transport is done with our 5-Ton.

We also have a fully serviced rail spur where we load and unload boxcars.

TRANSPORTATION

INBOUND RECEIVING PROCEDURES

- 1-Locate B/L and Packing Slip.
- 2-Complete incoming Trailer Inspection Report.
- 3-Check Trailer for foreign/unpleasant odors, load shifts, moisture damage and trailer defects.
- 4-If any of # 3 is detected, take photos and report to Supervisor.
- 5-Scan load following Scanning procedures if it is a Scan load.
- 6)-Unload trailer , checking and recording any damages. If there are damages, record lot and code and number on B/L and receiving document.
- 7)-Count number of pallets and items per pallet and record by item code and lot code.
- 8)-Complete receiving document and match with B/L.
- 9)-Staple all documents and forward to General Office.

TRANSPORTATION

OUTBOUND SHIPPING PROCEDURES

- 1)-Inspect Trailer/Container for objectionable odors, leaks (holes)
- 2)-Complete Inspection Report.
- 3)-Line trailer walls if necessary.
- 4)-Make certain all goods being loaded are secured on pallets, undamaged and clean (free of dust).
- 5)-Check that pallets are wrapped if requested or necessary.
- 6)-Make sure each pallet is marked for destination and order number.
- 7)-Count all freight as it is being loaded.
- 8)-Secure load with load bars and dunnage as necessary.
- 9)-Verify paperwork that proper product and quantities have been loaded.
- 10)-Complete paperwork .
- 11)-Staple all documents and forward to General Office.

PRELOADING INSPECTION REPORT

Place wheel chocks under wheels Y N
Cardboard walls only Y N
Load lock trailer Y N
Air bag trailer Y N
All pallets slip sheeted Y N
Loader's Name: _____

PRELOADING INSPECTION REPORT

Container was checked and found to be...

1. Free of objectionable odours Y N
2. Leakproof- no evidence of holes found Y N
3. Free of dirt or filth Y N
4. Free of protruding objects Y N
5. Free of insect or rodent activity Y N

Temperature _____ Degrees C

Kind of Weather _____

Trailer approved to load Y N

Trailer inspected by _____

INCOMING TRAILER INSPECTION

Date: _____

Load Order #: _____

Trucking Firm: _____

Trailer # _____

Supplier Name: _____

Time Unloading Started: _____

Condition of Floor

1 Is the floor clean?

 Yes No

2 Is the floor free from holes or cracks?

 Yes No

(Unsafe floors are an automatic reject for all trailers)

3 Is the trailer free from any signs of glass or metal shavings?

 Yes No

(Glass or metal shavings is an automatic reject for all trailers)

Condition of Walls and General Interior

1 Are the walls clean?

 Yes No

2 Are the interior walls free from holes, cracks, or splinters?

 Yes No

(Interior-only holes void of any foreign material are acceptable)

3 Is the interior free of any exterior holes?

 Yes No

4 Is the trailer free from any odors?

 Yes No

Condition of Items From Trailer

1 Are the items in good condition?

 Yes No

(Supplies are free of damage and evidence of infestation)

If answered "No" on any above, affected items are to be fully inspected and may be rejected.

Please explain details of the non-conformance below.

Comments: _____

Inspection Completed by: _____

Indicate Load Disposition:

Accepted

Rejected

Completed Incoming Van Trailer Inspection by: _____

Scanning System Pallet Tag

REF #: 9000651328A

DATE: 05/25/2015

PRODUCT CODE

10090

CUSTOMER: S PLANT

TRAILER: 237502

CARRIER: GWD

PALLET #: 014

DATE CODE

502556

LOCATION: G4

QUANTITY



(00) 100000000009750217

0048

APPOINTMENTS

All appointments, both shipping and receiving are scheduled by our office administration staff.

Average wait time for loading or unloading would be 10 minutes.

Average total load out time would be 40 minutes.

SEALING POLICY

- Truckloads are all sealed by drivers, prior to leaving premises.
- Approved seals are used. Seals are recorded and the destroyed upon entry to trailer.
- Seal numbers are recorded on B/L.
- “Over the Road “ drivers seal trailers in the presence of GWD shipper.
- “Intermodal” trailers are sealed in the presence of shipper-during normal business hours.

NOTE: Some “Intermodal” loads are picked up after hours. In these cases the CN driver seals the trailer with the seal that has been provided and recorded on B/L.

NEW BUSINESS

We at Great West are open to all new business opportunities.

We are proud of our past performance and our ability to adjust to new and different requirements.

We will undertake any logistical opportunity, with only the stipulation that it will not interfere with, or jeopardize our performance in servicing our existing customers.