
	GILES CHEMICAL ~ PREMIER MAGNESIA		
	Company Procedure		
	Title: LOTO Infeed Conveyor System	Number: S12-PR-200-041	
	Owner: Robert Willis	Revision: 01	
	Effective Date: 05/21/13	Page: 1 of 2	

1.0 Purpose

The purpose of this procedure is to define the process required to lock out the infeed conveyor system at the main facility at 102 Commerce Street.

2.0 Scope

This procedure applies to all maintenance workers.

3.0 Responsibility

Maintenance and production

4.0 Safety Considerations

Safety glasses and appropriate safety apparel is to be worn at all times.

Safety is a condition of employment. Employees are not authorized to work in an unsafe manner and are prohibited from harming the environment of the facility or community.

5.0 Materials/Equipment

- Lock
- Tag
- Lock out device

6.0 Procedure

The proper procedure to lockout the Infeed conveyor system is as follows:



1. Notify all affected employees that the machine is being taken out of production.
2. Locate disconnect in control cabinet under conveyor
3. Turn disconnect handle to the off position
4. Insert multi lock out device
5. ID tag with name, date and time on it
6. Test start switch on ensure conveyor is not operational.

Proper procedure to return equipment to operation:

1. Make sure all work is complete and all tools and maintenance equipment has been removed from the machine.
2. Notify all affected employees that equipment is about to be put back into service.

Controlled Document

Only those quality documents viewed through the Giles Chemical electronic Documentation System are officially controlled. All other copies, whether viewed through another computer program or a printed version, are not controlled and, therefore, the Quality Unit at Giles assumes no responsibility for the accuracy of the document.

	GILES CHEMICAL ~ PREMIER MAGNESIA		
	Company Procedure		
	Title: LOTO Infeed Conveyor System	Number: S12-PR-200-041	
	Owner: Robert Willis	Revision: 01	
	Effective Date: 05/21/13	Page: 2 of 2	

3. Remove Id tag with name, date and time
4. Remove padlock-multi locking device
5. Turn disconnect handle to the no position
6. Check to ensure that equipment is operating properly and available for production

7.0 Reference Documents

N/A

8.0 Change Information

Document review- updated format using new template and numbering system.

Controlled Document

Only those quality documents viewed through the Giles Chemical electronic Documentation System are officially controlled. All other copies, whether viewed through another computer program or a printed version, are not controlled and, therefore, the Quality Unit at Giles assumes no responsibility for the accuracy of the document.