
	<b>GILES CHEMICAL ~ PREMIER MAGNESIA</b>		
	<b>Company Procedure</b>		
	Title: <b>LOTO Box Taper #3</b>	Number: <b>S12-PR-200-071</b>	
	Owner: <b>Robert Willis</b>	Revision: <b>01</b>	
	Effective Date: <b>05/28/13</b>	Page: <b>1 of 2</b>	

## 1.0 Purpose

The purpose of this procedure is to define the process required to lock out the Box Taper #3 in repack

## 2.0 Scope

This procedure is to be followed when the box taper #3 at repack needs to be shut down for maintenance.

## 3.0 Responsibility

Manufacturing 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 process to lockout Box Taper #3 is as follows:

1. Notify all affected employees that the machine is being taken out of production.
2. Make sure machine is in the off position
3. Unplug cord and install cord end locking device
4. Install padlock-multi locking device
5. ID tag with name, date and time
6. Test to see if Box Taper #3 is operational

Proper procedure to return equipment to operation:

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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.
3. Remove Id tag with name, date and time
4. Remove padlock-multi locking device
5. Remove cord end locking device and plug in cord
6. Make sure machine is in the on position and test to make sure machine is operational.

## 7.0 Reference Documents

N/A

## 8.0 Change Information

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

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