
	GILES CHEMICAL ~ PREMIER MAGNESIA		
	Company Procedure		
	Title: LOTO Repackaging Air Dryer	Number: S12-PR-200-075	
	Owner: Robert Willis	Revision: 02	
	Effective Date: 09/12/13	Page: 1 of 2	

1.0 Purpose

The purpose of this procedure is to define the process required to lock out the Air Dryer in the repack facility.

2.0 Scope

Use this procedure when shut down of the Repackaging Air Dryer is needed for maintenance.

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 process to lockout the Air Dryer is as follows:



1. Notify all affected employees that the machine is being taken out of production.
2. Unplug power cord
3. Install cord end lock out device
4. Install padlock-multi locking device
5. Id tag with name, date and time
6. Test to see if dryer will start

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.

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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 lock out device.
6. Plug in power cord.
7. Check to make sure machine is operating properly and placed back in production.

7.0 Reference Documents

N/A

8.0 Change Information

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

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