
	GILES CHEMICAL ~ PREMIER MAGNESIA		
	Company Procedure		
	Title: LOTO #1 Carton Machine	Number: S12-PR-200-068	
	Owner: Robert Willis	Revision: 01	
	Effective Date: 05/28/13	Page: 1 of 2	

1.0 Purpose

The purpose of this procedure is to define the process required to lock out the #1 carton machine located in our Repack facility at 396 Shelton Street.

2.0 Scope

Use these LOTO procedures when ever a machine needs light maintenance and needs to be shut down for a short period.

3.0 Responsibility

Manufacturing and Production

4.0 Safety Considerations

Before beginning work, notify all affected employees that the equipment is being locked out. Also all safety glasses and appropriate safety apparel is to be worn at all times.

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 carton machine is as follows:

1. Use padlock and multi-lockout tool and id tag to secure machine disconnect
2. ID tag with name and date/time machine will be locked out
3. Lock out hydraulic unit in same manner as item #1 above.
4. Turn valves on hydraulic unit off and lock out in same manner as item #1 above with valve lock device.
5. Test machine to see if it will start after locking out.

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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.
3. Remove ID tag with name, date and time from hydraulic unit
4. Remove multi-lockout device with padlock from hydraulic unit
5. Remove multi lockout device with padlock from disconnect
6. Turn disconnect to the on position
7. Ensure that equipment is operational and available to be returned to 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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