

GILES CHEMICAL CORPORATION		
COMPANY PROCEDURE		
Standard Operating Procedure	Page : 1 of 3	Revision : Date : 02/12/07
Author: Maintenance	Title: Lock Out Tag Out MGO Building	

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

Purpose or Objective: *The purpose of this procedure is to define the process required to lock out the MGO Building at the main facility at 102 Commerce Street*

Procedure: *The proper process to lockout MGO Building is as follows:*

A) *Main Blower*

B) *#1 and #2 Rotary Valves*

1. *Notify all affected employees that the machine is being taken out of production.*
2. *Locate the panel disconnect*
3. *Turn disconnect to the off position*
4. *Install multi lockout device with lock*
5. *ID tag with name, date and time*
6. *Test start switch to motor involved to ensure it is not operational*

C) *#3 Rotary Valve*

1. *Turn panel disconnect to #3 off*
2. *Install multi lockout device with lock*
3. *ID tag with name, date and time*

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*
4. *Remove multi lockout device*
5. *Turn disconnect to the on position*
6. *Ensure that equipment is operational and available to be returned to production*

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TRAINING DOCUMENTATION

	EMPLOYEE	TITLE	SIGNATURE	DATE
1				
2				
3				
4				
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