GILES CHEMICAL CORPORATION							
COMPANY PROCEDURE							
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Author: Maintenance Title: Lock	Title: Lock Out Tag Out #2 MGO Rotary						

**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 #2 MGO Rotary in the main facility at 102 Commerce Street

**Procedure:** *The proper process to lockout #2 MGO Rotary is as follows:* 

- 1. Notify all affected employees that the machine is being taken out of production.
- 2. Locate disconnect for #2 MGO Rotary
- 3. Turn disconnect to the off position
- 4. Install multi lockout device
- 5. *ID tag with name, date and time*
- 6. Test start switch to ensure that #2 MGO Rotary 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.
- 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				
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