

GILES CHEMICAL CORPORATION		
COMPANY PROCEDURE		
Standard Operating Procedure	Page : 1 of 2	Revision : Date : 02/12/07
Author: Maintenance	Title: Lock Out Tag Out Repack Air Compressor	

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 air compressor in the main facility at 102 Commerce Street*

Procedure: *The proper process to lockout the air compressor is as follows:*

- 1. Notify all affected employees that the machine is being taken out of production.*
- 2. Turn breaker in panel off and install breaker locking device with padlock-multi locking device*
- 3. ID tag with name, date and time.*
- 4. Test to see if compressor 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.*
- 2. Notify all affected employees that equipment is about to be put back into service.*
- 3. Remove breaker locking device with padlock-multi locking device with ID tag with name, date, and time.*
- 4. Check to ensure compressor is operating properly.*

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TRAINING DOCUMENTATION

	EMPLOYEE	TITLE	SIGNATURE	DATE
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