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|---|--|-------------------------------|---|
|  | <b>GILES CHEMICAL ~ PREMIER MAGNESIA</b> |                               |  |
|   | <b>Company Procedure</b>                 |                               |   |
|   | Title: <b>LOTO Palletizer</b>            | Number: <b>S12-PR-200-056</b> |   |
|   | Owner: <b>Robert Willis</b>              | Revision: <b>02</b>           |   |
|   | Effective Date: <b>05/21/13</b>          | Page: <b>1 of 2</b>           |   |

## 1.0 Purpose

The purpose of this procedure is to define the process required to lock out the palletizer at the Manufacturing facility.

## 2.0 Scope

This procedure applies to all maintenance workers.

## 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 Palletizer is as follows:

1. Notify all affected employees that the machine is being taken out of production.
2. Locate disconnect on machine panel door
3. Locate air and turn air off to the machine (stored energy in machine will be released when air is off)
4. Turn disconnect off
5. Install multi-lockout device
6. ID tag with name, date and time
7. Press start switch to ensure the machine is not operational

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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 multi-lockout device with id tag
4. Turn disconnect to the on position
5. Turn air on
6. Press start switch to ensure that machine is operating properly and available for 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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