

GILES CHEMICAL CORPORATION		
COMPANY PROCEDURE		
Standard Operating Procedure	Page : 1 of 3	Revision : Date : 02/12/07
Author: Maintenance	Title: Lock Out Tag Out #2 Carton Machine	

**Safety:** *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.*

**Purpose or Objective:** *The purpose of this procedure is to define the process required to lock out the #2 carton machine located in our Repack facility at 396 Shelton Street.*

**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 #2 above.*
- 4. Turn valves on hydraulic unit off and lock out in same manner as item #2 above with valve lock device.*
- 5. Test machine to see if it will start after locking out.*

*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*

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**TRAINING DOCUMENTATION**

	EMPLOYEE	TITLE	SIGNATURE	DATE
1				
2				
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