
	GILES CHEMICAL ~ PREMIER MAGNESIA		
	Company Procedure		
	Title: LOTO Repackaging Pallet Stretch Wrap Machine	Number: S12-PR-200-087	
	Owner: Robert Willis	Revision: 02	
	Effective Date: 09/13/13	Page: 1 of 2	

1.0 Purpose

The purpose of this procedure is to define the process required to lock out Pallet Stretch Wrap Machine in the repack facility.

2.0 Scope

Use this procedure when shut down of the Repackaging Pallet Stretch Wrap Machine is needed for maintenance.

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 Pallet Stretch Wrap Machine is as follows:

1. Notify all affected employees that the machine is being taken out of production.
2. Make sure machine is in the off position.
3. Unplug cord and install cord end locking device.
4. Install padlock-multi locking device.
5. ID tag with name, date and time.
6. Test to see if pallet stretch wrap machine will operate.

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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 Id tag with name, date and time.
4. Remove padlock-multi locking device.
5. Remove cord end locking device and plug in cord.
6. Make sure machine is in the on position and test to make sure machine is operational.

7.0 Reference Documents

N/A

8.0 Change Information

Document review- updated format using new template and numbering system.

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