
	GILES CHEMICAL ~ PREMIER MAGNESIA		
	Company Procedure		
	Title: LOTO Repackaging Manual Pouch Machine	Number: S12-PR-200-086	
	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 Manual Pouch Machine in the repack facility.

2.0 Scope

Use this procedure when shut down of the Repackaging Manual Pouch 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 Manual Pouch Machine is as follows:



1. Notify all affected employees that the machine is being taken out of production.
2. Use a plug lock out device to prevent the machine from being plugged into service.
3. Check to make sure the machine is not operational before beginning work.

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.

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3. Remove Id tag with name, date and time.
4. Remove padlock-multi locking device.
5. Remove plug lock out device to enable machine to be operation.
6. Check to ensure that machine is operational 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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