
	<b>GILES CHEMICAL ~ PREMIER MAGNESIA</b>		
	<b>Company Procedure</b>		
	Title: <b>LOTO Bucket Elevator #1</b>	Number: <b>S12-PR-200-037</b>	
	Owner: <b>Robert Willis</b>	Revision: <b>01</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 Bucket Elevator #1 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 Bucket Elevator #1 is as follows:



1. Notify all affected employees that the machine is being taken out of production.
2. MCC #2/Disconnect Bucket Elevator #1
3. Turn disconnect handle to the off position
4. Insert multi lockout device
5. Fill in ID tag with name, date and time
6. Test start switch to ensure that 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.

### Controlled Document

Only those quality documents viewed through the Giles Chemical electronic Documentation System are officially controlled. All other copies, whether viewed through another computer program or a printed version, are not controlled and, therefore, the Quality Unit at Giles assumes no responsibility for the accuracy of the document.

	<b>GILES CHEMICAL ~ PREMIER MAGNESIA</b>		
	<b>Company Procedure</b>		
	Title: <b>LOTO Bucket Elevator #1</b>	Number: <b>S12-PR-200-037</b>	
	Owner: <b>Robert Willis</b>	Revision: <b>01</b>	
	Effective Date: <b>05/21/13</b>	Page: <b>2 of 2</b>	

3. Remove Id tag with name, date and time
4. Remove padlock-multi locking device from disconnect
5. Turn disconnect handle to the on position
6. Ensure that elevator is operating properly and available to be returned to production

## 7.0 Reference Documents

N/A

## 8.0 Change Information

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

### Controlled Document

Only those quality documents viewed through the Giles Chemical electronic Documentation System are officially controlled. All other copies, whether viewed through another computer program or a printed version, are not controlled and, therefore, the Quality Unit at Giles assumes no responsibility for the accuracy of the document.