

	GILES CHEMICAL		
	COMPANY PROCEDURE		
	Lock Out Tag Out: MgO Elevator	Page : 1 of 3	Revision : 00 Date : 10/30/2009
	Author: Mike Sonderman		Safety

Safety: 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 Mgo Bucket Elevator at the facility at 200 Brown St. Greendale IN.

Procedure: The proper process to lockout MgO Bucket Elevator is as follows:

1. Notify all affected employees that the machine is being taken out of production.
2. Locate disconnect for MgO Bucket Elevator
3. Turn disconnect for MgO Bucket Elevator to the off position
4. Install multi-locking device on the disconnect
5. ID tag with name, date and time
6. Test start switch to ensure equipment is not operational

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 from disconnect for MgO Bucket Elevator
5. Turn disconnect handle to the on position
6. Ensure that MgO Bucket Elevator is operating properly and available to be returned to production



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TRAINING DOCUMENTATION

	EMPLOYEE	TITLE	SIGNATURE	DATE
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