

ILES CHEMICAL CORPORATION		
COMPANY PROCEDURE		
Standard Operating Procedure	Page : 1 of 2	Revision : Date : 02/12/07
Author: Maintenance	Title: Lock Out Dryer #1	

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 Dryer #1 at the main facility at 102 Commerce Street*

Procedure: *The proper process to lockout Dryer #1 is as follows:*

1. *Notify all affected employees that the machine is being taken out of production.*
2. *Locate disconnect for Dryer #1 on MCC #3*
3. *Turn disconnect for Dryer #1 off on MCC #3*
4. *Install multi-locking device on disconnect for Dryer #1*
5. *Id tag with name, date and time on it*
6. *Locate inverter underneath the Dryer for Dryer #1*
7. *Turn disconnect for inverter to the off position*
8. *Install multi-locking device on disconnect for inverter for Dryer #1*
9. *ID tag with name, date and time on it*
10. *Test start switch on Dryer #1 to ensure machine 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 from inverter*
4. *Remove multi-locking device from disconnect for inverter on Dryer #1*
5. *Place disconnect in the on position for the inverter*
6. *Remove ID tag with name, date and time from disconnect located on MCC #3*
7. *Remove multi-locking device from disconnect for Dryer #1 on MCC #3*
8. *Place disconnect in the on position*
9. *Ensure that machine is operational and available for production*

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TRAINING DOCUMENTATION

	EMPLOYEE	TITLE	SIGNATURE	DATE
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