

GILES CHEMICAL CORPORATION		
COMPANY PROCEDURE		
Standard Operating Procedure	Page : 1 of 3	Revision : Date : 02/12/07
Author: Maintenance	Title: Lock Out Tag Out Flexcon #4 Poucher	

**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 Flexcon #4 Poucher in the repack facility*

**Procedure:** *The proper process to lockout the Flexcon #4 Poucher is as follows:*

- 1. Notify all affected employees that the machine is being taken out of production.*
- 2. Turn electrical disconnect off and install pad lock-multi locking device with id tag*
- 3. ID tag must contain name, date and time lock out occurs.*
- 4. Test the machine to ensure that it is locked out and will not start.*
- 5. Once work is complete, remove lock out tag out tag and id*
- 6. Turn electrical disconnect on.*
- 7. Notify all affected employees that the machine is being returned to production*

*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. Place disconnect in the on position*
- 6. Test to ensure that machinery is operating properly and available to be placed back in service.*

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**TRAINING DOCUMENTATION**

	EMPLOYEE	TITLE	SIGNATURE	DATE
1				
2				
3				
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