

GILES CHEMICAL CORPORATION		
COMPANY PROCEDURE		
Standard Operating Procedure	Page : 1 of 2	Revision : Date : 02/12/07
Author: Maintenance	Title: Lock Out Tag Out Infeed conveyor system	

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 Infeed conveyor system in the main facility at 102 Commerce Street*

Procedure: *The proper procedure to lockout the Infeed conveyor system is as follows:*

- 1. Notify all affected employees that the machine is being taken out of production.*
- 2. Locate disconnect in control cabinet under conveyor*
- 3. Turn disconnect handle to the off position*
- 4. Insert multi lock out device*
- 5. ID tag with name, date and time on it*
- 6. Test start switch on ensure conveyor 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*
- 5. Turn disconnect handle to the no position*
- 6. Check to ensure that equipment is operating properly and available for production*

GILES CHEMICAL CORPORATION			
COMPANY PROCEDURE			
Standard Operating Procedure		Page : 2 of 2	Revision : Date : 02/12/07
	Author: Maintenance Title: Lock Out Tag Out Infeed conveyor system		

TRAINING DOCUMENTATION

	EMPLOYEE	TITLE	SIGNATURE	DATE
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				