

GILES CHEMICAL CORPORATION		
COMPANY PROCEDURE		
Standard Operating Procedure	Page : 1 of 2	Revision : Date : 02/12/07
Author: Maintenance	Title: Lock Out Tag Out Liquid Digester No. 2 Mixer	

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 Liquid Digester No. 2 Mixer in the main facility at 102 Commerce Street

Procedure: The proper process to lockout Liquid Digester No. 2 Mixer is as follows:

1. Notify all affected employees that the machine is being taken out of production.
2. Locate Breaker Panel D1-A1 and appropriate breaker for Liquid Digester No. 2 Mixer
3. Turn breaker for Liquid Digester No. 2 Mixer to the off position
4. Attach breaker lock out device and multi lock out device
5. ID tag with name, date and time
6. Test start switch to ensure that Liquid Digester No. 2 Mixer 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 multi lockout device
5. Remove breaker lock out device from breaker
6. Engage breaker to the on position
7. Ensure that equipment is operational and available to be returned to production

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TRAINING DOCUMENTATION

	EMPLOYEE	TITLE	SIGNATURE	DATE
1				
2				
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