
	GILES CHEMICAL ~ PREMIER MAGNESIA		
	Company Procedure		
	Title: LOTO Form, Fill, and Seal Bagger	Number: S12-PR-200-040	
	Owner: Robert Willis	Revision: 02	
	Effective Date: 05/21/13	Page: 1 of 2	

1.0 Purpose

The purpose of this procedure is to define the process required to lock out the form, fill, seal bagger at the main facility at 102 Commerce Street.

2.0 Scope

This procedure applies to all maintenance workers.

3.0 Responsibility

Maintenance and Production

4.0 Safety Considerations

Safety glasses and appropriate safety apparel is to be worn at all times.

Safety is a condition of employment. Employees are not authorized to work in an unsafe manner and are prohibited from harming the environment of the facility or community.

5.0 Materials/Equipment

- Lock
- Tag
- Lock out device



6.0 Procedure

The proper procedure to lockout the Form, Fill, and Seal Bagger is as follows:

1. Notify all affected employees that the machine is being taken out of production.
2. Locate disconnect on wall between MCC #3 and MCC #4
3. Locate air line valve on machine
4. Turn air line valve off
5. Attach locking device with multi lock out device
6. ID tag with name, date and time
7. Cycle bagger to release any stored energy contained within the machine
8. Turn disconnect on wall to the off position
9. Insert multi lock out device
10. ID tag with name, date and time
11. Test start switch to ensure that machine is not operational

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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 device
5. Turn disconnect handle to the on position
6. Remove locking device and id tag with name, date and time from air line valve
7. Turn air line valve to the on position
8. Ensure that machine is operating properly and available for production

7.0 Reference Documents

N/A

8.0 Change Information

Document review- updated format using new template and numbering system.

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