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| GILES CHEMICAL CORPORATION | | |
| COMPANY PROCEDURE | | |
| Standard Operating Procedure | Page : 1 of 2 | Revision : Date : 02/12/07 |
| Author: Maintenance | Title: Lock Out Tag Out Box Taper #3 | |

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 Box Taper #3 in repack*

Procedure: *The proper process to lockout Box Taper #3 is as follows:*

- 1. Notify all affected employees that the machine is being taken out of production.*
- 2. Make sure machine is in the off position*
- 3. Unplug cord and install cord end locking device*
- 4. Install padlock-multi locking device*
- 5. ID tag with name, date and time*
- 6. Test to see if Box Taper #3 is 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. Remove cord end locking device and plug in cord*
- 6. Make sure machine is in the on position and test to make sure machine is operational.*

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TRAINING DOCUMENTATION

| | EMPLOYEE | TITLE | SIGNATURE | DATE |
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