
	<b>GILES CHEMICAL ~ PREMIER MAGNESIA</b>		
	<b>Company Procedure</b>		
	Title: <b>LOTO Repackaging Flexcon #3 Pouch</b>	Number: <b>S12-PR-200-084</b>	
	Owner: <b>Robert Willis</b>	Revision: <b>02</b>	
	Effective Date: <b>09/13/13</b>	Page: <b>1 of 2</b>	

## 1.0 Purpose

The purpose of this procedure is to define the process required to lock out Flexcon #3 Pouch in the repack facility.

## 2.0 Scope

Use this procedure when shut down of the Repackaging Flexcon #3 Pouch is needed for maintenance.

## 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 process to lockout the Flexcon #3 Pouch 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.

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

## 7.0 Reference Documents

N/A

## 8.0 Change Information

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

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