

ILES CHEMICAL CORPORATION		
COMPANY PROCEDURE		
Standard Operating Procedure	Page : 1 of 2	Revision : Date : 02/12/07
Author: Maintenance	Title: Lock Out Dryer #2	

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 Dryer #2 at the main facility at 102 Commerce Street*

Procedure: *The proper process to lockout Dryer #2 is as follows:*

- 1. Notify all affected employees that the machine is being taken out of production.*
- 2. Locate disconnect for Dryer #2 on MCC #3*
- 3. Turn disconnect for Dryer #2 off on MCC #3*
- 4. Install multi-locking device on disconnect for Dryer #2*
- 5. Id tag with name, date and time on it*
- 6. Locate inverter underneath the Dryer for Dryer #2*
- 7. Turn disconnect for inverter to the off position*
- 8. Install multi-locking device on disconnect for inverter for Dryer #2*
- 9. ID tag with name, date and time on it*
- 10. Test start switch on Dryer #2 to ensure machine 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 from inverter*
- 4. Remove multi-locking device from disconnect for inverter on Dryer #2*
- 5. Place disconnect in the on position for the inverter*
- 6. Remove ID tag with name, date and time from disconnect located on MCC #3*
- 7. Remove multi-locking device from disconnect for Dryer #2 on MCC #3*
- 8. Place disconnect in the on position*
- 9. Ensure that machine is operational and available for production*

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TRAINING DOCUMENTATION

	EMPLOYEE	TITLE	SIGNATURE	DATE
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