
	GILES CHEMICAL ~ PREMIER MAGNESIA		
	Company Procedure		
	Title: LOTO Automated Pouching Machine	Number: S12-PR-200-076	
	Owner: Robert Willis	Revision: 02	
	Effective Date: 09/12/13	Page: 1 of 2	

1.0 Purpose

The purpose of this procedure is to define the process required to lock out the Air Dryer in the repack facility.

2.0 Scope

Use this procedure when shut down of the Repackaging Air Dryer 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 Automated Pouching Machine is as follows:



1. Notify all affected employees that the machine is being taken out of production.
2. Use padlock and multi-lock out tool and id tag to secure machine.
3. Fill out id tag with name and date/time.
4. Lock out air line to poucher in same manner as item #2 except use valve-locking device to secure air line.
5. Test machine to ensure that it will not start after locking out machine.

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.

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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 valve locking device.
4. Remove valve locking device from air line.
5. Remove ID tag with name date and time from lockout device.
6. Remove multi locking device with lock from lockout.
7. Start machine and check for operability.
8. Ensure that equipment is operational and available to be returned to 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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