

GILES CHEMICAL CORPORATION		
COMPANY PROCEDURE		
Standard Operating Procedure	Page : 1 of 2	Revision : Date : 02/12/07
Author: Maintenance	Title: Lock Out Tag Out Small Press Pump	

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 Small Press Pump in the main facility at 102 Commerce Street*

Procedure: *The proper process to lockout Small Press Pump is as follows:*

- 1. Notify all affected employees that the machine is being taken out of production.*
- 2. Locate disconnect for Small Press Pump*
- 3. Turn disconnect to the off position*
- 4. Install multi lockout device*
- 5. ID tag with name, date and time*
- 6. Test start switch to ensure that Small Press Pump 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*
- 4. Remove multi lockout device*
- 5. Turn disconnect to the on position*
- 6. Ensure that equipment is operational and available to be returned to production*

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TRAINING DOCUMENTATION

	EMPLOYEE	TITLE	SIGNATURE	DATE
1				
2				
3				
4				
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