

GILES CHEMICAL CORPORATION		
COMPANY PROCEDURE		
Standard Operating Procedure	Page : 1 of 2	Revision : Date : 02/12/07
Author: Maintenance	Title: Lock Out Tag Out Circulating 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 circulating pump at the main facility at 102 Commerce Street*

Procedure: *The proper process to lockout the circulating pump is as follows:*

1. *Notify all affected employees that the machine is being taken out of production.*
2. *Place manual box in the stop position*
3. *Install padlock-multi locking device*
4. *ID tag with name, date and time*
5. *Test to see if pump will start*

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 manual box in the start position*
6. *Test to see if pump will start*

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TRAINING DOCUMENTATION

	EMPLOYEE	TITLE	SIGNATURE	DATE
1				
2				
3				
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