

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

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 Palletizer in the main facility at 102 Commerce Street*

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

1. *Notify all affected employees that the machine is being taken out of production.*
2. *Locate disconnect on machine panel door*
3. *Locate air and turn air off to the machine (stored energy in machine will be released when air is off)*
4. *Turn disconnect off*
5. *Install multi-lockout device*
6. *ID tag with name, date and time*
7. *Press start switch to ensure the machine is not operational*

Proper procedure to return equipment to operation:

1. *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 multi-lockout device with id tag*
4. *Turn disconnect to the on position*
5. *Turn air on*
6. *Press start switch to ensure that machine is operating properly and available for production.*

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TRAINING DOCUMENTATION

	EMPLOYEE	TITLE	SIGNATURE	DATE
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