

GILES CHEMICAL CORPORATION		
COMPANY PROCEDURE		
Standard Operating Procedure	Page : 1 of 3	Revision : Date : 02/12/07
Author: Maintenance	Title: Lock Out Tag Out Form, Fill, and Seal Bagger	

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 Form, Fill, and Seal Bagger in the main facility at 102 Commerce Street*

Procedure: *The proper procedure to lockout the Form, Fill, and Seal Bagger is as follows:*

1. *Notify all affected employees that the machine is being taken out of production.*
2. *Locate disconnect on wall between MCC #3 and MCC #4*
3. *Locate air line valve on machine*
4. *Turn air line valve off*
5. *Attach locking device with multi lock out device*
6. *ID tag with name, date and time*
7. *Cycle bagger to release any stored energy contained within the machine*
8. *Turn disconnect on wall to the off position*
9. *Insert multi lock out device*
10. *ID tag with name, date and time*
11. *Test start switch to ensure that 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*
4. *Remove padlock-multi locking device from disconnect device*
5. *Turn disconnect handle to the on position*
6. *Remove locking device and id tag with name, date and time from air line valve*
7. *Turn air line valve to the on position*
8. *Ensure that machine is operating properly and available for production*

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TRAINING DOCUMENTATION

	EMPLOYEE	TITLE	SIGNATURE	DATE
1				
2				
3				
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