

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

**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 Plant Compressors at the main facility at 102 Commerce Street*

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

- A) *There is a main feed disconnect to both compressors*
- B) *There is also individual disconnects for each compressor*

1. *Notify all affected employees that the compressor is being taken out of production.*
2. *Locate disconnect for compressor*
3. *Turn disconnect to the off position*
4. *Attach multi lockout device with lock*
5. *ID tag with name, date and time*
6. *Test compressor to ensure it will not 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 multi lockout device*
5. *Engage disconnect to the on position*
6. *Ensure that equipment is operational and available to be returned to production*

<b>GILES CHEMICAL CORPORATION</b>			
<b>COMPANY PROCEDURE</b>			
<b>Standard Operating Procedure</b>		Page : 2 of 2	Revision : Date : 02/12/07
	Author: Maintenance Title: Lock Out Tag Out Plant Compressors		

**TRAINING DOCUMENTATION**

	EMPLOYEE	TITLE	SIGNATURE	DATE
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				