
	GILES CHEMICAL ~ PREMIER MAGNESIA		
	Company Procedure		
	Title: LOTO #2 Dust Fan	Number: S12-PR-200-025	
	Owner: Robert Willis	Revision: 02	
	Effective Date: 05/21/13	Page: 1 of 2	

1.0 Purpose

The purpose of this procedure is to define the process required to lock out the #2 Dust fan in the Manufacturing facility.

2.0 Scope

This procedure applies to all maintenance workers.

3.0 Responsibility

Maintenance and Production

4.0 Safety Considerations

Safety glasses and appropriate safety apparel is to be worn at all times

Safety is a condition of employment. Employees are not authorized to work in an unsafe manner and are prohibited from harming the environment of the facility or community.

5.0 Materials/Equipment

- Lock
- Tag
- Lock out device

6.0 Procedure

The proper process to lockout #2 Dust Fan is as follows:



1. Notify all affected employees that the machine is being taken out of production.
2. Locate disconnect for #2 Dust Fan on the second floor
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 #2 Dust Fan 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.

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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

7.0 Reference Documents

N/A

8.0 Change Information

Document review- updated format using new template and numbering system.

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