
	GILES CHEMICAL ~ PREMIER MAGNESIA		
	Company Procedure		
	Title: LOTO Screw Conveyor to Elevator	Number: S12-PR-200-062	
	Owner: Robert Willis	Revision: 01	
	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 screw conveyor to elevator at 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 Screw Conveyor is as follows:


1. Notify all affected employees that the machine is being taken out of production.
2. Locate disconnect for screw conveyor (centrifuge to dryer) on MCC #3
3. Turn disconnect for screw conveyor to the off position
4. Install multi-locking device on the disconnect
5. ID tag with name, date and time
6. Test start switch to ensure 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.

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3. Remove Id tag with name, date and time
4. Remove padlock-multi locking device from disconnect for screw conveyor (centrifuge to dryer) on MCC #3
5. Turn disconnect handle to the on position
6. Ensure that screw conveyor is operating properly 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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