
	GILES CHEMICAL ~ PREMIER MAGNESIA		
	Company Procedure		
	Title: LOTO Boiler Room Feed Water System	Number: S12-PR-200-035	
	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 boiler room Feed Water System 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 the boiler room Feed Water System is as follows:



1. Notify all affected employees that the Feed Water System is being taken out of production.
2. Locate disconnect for Feed Water System
3. Turn disconnect to the off position
4. Attach multi lockout device with lock
5. ID tag with name, date and time
6. Test Feed Water System 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.

Controlled Document

Only those quality documents viewed through the Giles Chemical electronic Documentation System are officially controlled. All other copies, whether viewed through another computer program or a printed version, are not controlled and, therefore, the Quality Unit at Giles assumes no responsibility for the accuracy of the document.

	GILES CHEMICAL ~ PREMIER MAGNESIA		
	Company Procedure		
	Title: LOTO Boiler Room Feed Water System	Number: S12-PR-200-035	
	Owner: Robert Willis	Revision: 02	
	Effective Date: 05/21/13	Page: 2 of 2	

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

7.0 Reference Documents

N/A

8.0 Change Information

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

Controlled Document

Only those quality documents viewed through the Giles Chemical electronic Documentation System are officially controlled. All other copies, whether viewed through another computer program or a printed version, are not controlled and, therefore, the Quality Unit at Giles assumes no responsibility for the accuracy of the document.