

<b>GILES CHEMICAL CORPORATION</b>		
<b>COMPANY PROCEDURE</b>		
<b>Standard Operating Procedure</b>	Page : 1 of 2	Revision : Date : 02/12/07
Author: Maintenance	Title: Lock Out Tag Out Bucket Elevator #1	

**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 Bucket Elevator #1 at the main facility at 102 Commerce Street*

**Procedure:** *The proper process to lockout Bucket Elevator #1 is as follows:*

1. *Notify all affected employees that the machine is being taken out of production.*
2. *MCC #2/Disconnect Bucket Elevator #1*
3. *Turn disconnect handle to the off position*
4. *Insert multi lockout device*
5. *Fill in ID tag with name, date and time*
6. *Test start switch to ensure that machine is not operational before beginning work*

*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*
5. *Turn disconnect handle to the on position*
6. *Ensure that elevator is operating properly and available to be returned to production*

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**TRAINING DOCUMENTATION**

	EMPLOYEE	TITLE	SIGNATURE	DATE
1				
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