

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

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 air dryer in the main facility at 102 Commerce Street*

Procedure: *The proper process to lockout the air dryer is as follows:*

- 1. Notify all affected employees that the machine is being taken out of production.*
- 2. Unplug power cord*
- 3. Install cord end lock out device*
- 4. Install padlock-multi locking device*
- 5. Id tag with name, date and time*
- 6. Test to see if dryer will 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 padlock-multi locking device*
- 5. Remove cord end lock out device*
- 6. Plug in power cord*
- 7. Check to make sure machine is operating properly and placed back in production*

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TRAINING DOCUMENTATION

	EMPLOYEE	TITLE	SIGNATURE	DATE
1				
2				
3				
4				
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