

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

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 Palletizer in the main facility at 102 Commerce Street*

Procedure: *The proper process to lockout the Stretch Wrap Machine is as follows:*

1. *Notify all affected employees that the machine is being taken out of production.*
2. *Unplug 110 vac plug*
3. *Install cord end lock out device*
4. *ID tag with name, date and time*
5. *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*
3. *Remove ID tag with name, date and time*
4. *Remove cord end lock out device*
5. *Plug 110 vac into outlet*
6. *Ensure that stretch wrap machine is operational and available for production*

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TRAINING DOCUMENTATION

	EMPLOYEE	TITLE	SIGNATURE	DATE
1				
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