

GILES CHEMICAL CORPORATION		
COMPANY PROCEDURE		
Standard Operating Procedure	Page : 1 of 2	Revision : Date : 02/12/07
Author: Maintenance	Title: Lock Out Tag Out Manual Pouching 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 Manual Pouch machine located in our Repack facility on Shelton Street.*

**Procedure:** *The proper process to lockout the Manual Pouch Machine is as follows:*

- 1. Notify all affected employees that the machine is being taken out of production.*
- 2. Use a plug lock out device to prevent the machine from being plugged into service.*
- 3. Check to make sure the 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*
- 5. Remove plug lock out device to enable machine to be operation*
- 6. Check to ensure that machine is operational and available for production*

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**TRAINING DOCUMENTATION**

	EMPLOYEE	TITLE	SIGNATURE	DATE
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