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 Liquid Mud Tank Mixer in the main facility at 102 Commerce Street*

Procedure: *The proper process to lockout Liquid Mud Tank Mixer is as follows:*

1. *Notify all affected employees that the machine is being taken out of production.*
2. *Locate Breaker Panel D1-A1 and appropriate breaker for Liquid Mud Tank Mixer*
3. *Turn breaker for Liquid Mud Tank Mixer to the off position*
4. *Attach breaker lock out device and multi lock out device*
5. *ID tag with name, date and time*
6. *Test start switch to ensure that Liquid Mud Tank Mixer 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 multi lockout device*
5. *Remove breaker lock out device from breaker*
6. *Engage breaker to the on position*
7. *Ensure that equipment is operational and available to be returned to production*

TRAINING DOCUMENTATION

	EMPLOYEE	TITLE	SIGNATURE	DATE
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
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