

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

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 in the repack facility*

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

1. *Notify all affected employees that the machine is being taken out of production.*
2. *Turn electrical disconnect off and install pad lock-multi locking device with id tag*
3. *ID tag must contain name, date and time lock out occurs.*
4. *Test the machine to ensure that it is locked out and will not 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 multi lockout device with lock*
5. *Turn disconnect to the on position*
6. *Ensure that equipment is operational and available to be returned to production*

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Standard Operating Procedure		Page : 2 of 2	Revision : Date : 02/12/07
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TRAINING DOCUMENTATION

	EMPLOYEE	TITLE	SIGNATURE	DATE
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