

	<b>GILES CHEMICAL</b>		
	<b>COMPANY PROCEDURE</b>		
	<b>Lock Out Tag Out: Tank #4 Recirculation Pump</b>	Page : 1 of 3	Revision : 00 Date : 10/30/2009
	Author: <b>Mike Sonderman</b> Safety		

**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 Tank#4 Recirculation Pump at the facility at 200 Brown St. Greendale IN.

**Procedure: The proper process to lockout Tank#4 Recirculation Pump is as follows:**

1. Notify all affected employees that the machine is being taken out of production.
2. Locate disconnect for Tank#4 Recirculation Pump
3. Turn disconnect for Tank#4 Recirculation Pump to the off position
4. Install multi-locking device on the disconnect
5. ID tag with name, date and time
6. Test start switch to ensure equipment 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 padlock-multi locking device from disconnect for Tank#4 Recirculation Pump
5. Turn disconnect handle to the on position
6. Ensure that Tank#4 Recirculation Pump is operating properly and available to be returned to production



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Safety

**TRAINING DOCUMENTATION**

	EMPLOYEE	TITLE	SIGNATURE	DATE
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