

GILES CHEMICAL CORPORATION		
COMPANY PROCEDURE		
Standard Operating Procedure	Page : 1 of 3	Revision : Date : 02/12/07
Author: Maintenance	Title: Lock Out Tag Out #1 Carton Machine	

Safety: *Before beginning work, notify all affected employees that the equipment is being locked out. Also 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 #1 carton machine located in our Repack facility at 396 Shelton Street.*

Procedure: *The proper process to lockout the carton machine is as follows:*

1. *Use padlock and multi-lockout tool and id tag to secure machine disconnect*
2. *ID tag with name and date/time machine will be locked out*
3. *Lock out hydraulic unit in same manner as item #1 above.*
4. *Turn valves on hydraulic unit off and lock out in same manner as item #1 above with valve lock device.*
5. *Test machine to see if it will start after locking out.*

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 from hydraulic unit*
4. *Remove multi-lockout device with padlock from hydraulic unit*
5. *Remove multi lockout device with padlock from disconnect*
6. *Turn disconnect to the on position*
7. *Ensure that equipment is operational and available to be returned to production*

GILES CHEMICAL CORPORATION			
COMPANY PROCEDURE			
Standard Operating Procedure		Page : 2 of 3	Revision : Date : 02/12/07
	Author: Maintenance Title: Lock Out Tag Out #1 Carton Machine		

TRAINING DOCUMENTATION

	EMPLOYEE	TITLE	SIGNATURE	DATE
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				

GILES CHEMICAL CORPORATION		
COMPANY PROCEDURE		
Standard Operating Procedure	Page : 3 of 3	Revision : Date : 02/12/07
Author: Maintenance	Title: Lock Out Tag Out #1 Carton Machine	

18				
----	--	--	--	--