

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

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 Conveyor #3 at the Repack facility.*

Procedure: *The proper process to lockout the Conveyor #3 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-locking device with padlock*
- 5. Return disconnect to the on position*
- 6. Check to ensure Conveyor #3 is operating properly.*

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TRAINING DOCUMENTATION

	EMPLOYEE	TITLE	SIGNATURE	DATE
1				
2				
3				
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