

GILES CHEMICAL										
COMPANY PROCEDURE										
Lock Out Tag Out: Mud Pump				Revision	:	00				
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Mike Sonderman	Safe	ty								
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**Safety:** All safety glasses and appropriate 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 Mud Pump at the facility at 200 Brown St. Greendale IN.

#### Procedure: The proper process to lockout Mud Pump is as follows:

- 1. Notify all affected employees that the machine is being taken out of production.
- 2. Locate disconnect for Mud Pump
- 3. Turn disconnect for Mud 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 Mud Pump
- 5. Turn disconnect handle to the on position
- 6. Ensure that Mud Pump is operating properly and available to be returned to production



## **GILES CHEMICAL COMPANY PROCEDURE**

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Author: Mike Sonderman Safety

### TRAINING DOCUMENTATION

	EMPLOYEE	TITLE	SIGNATURE	DATE
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Revision Date	Revision Author	Revision Description
10/30/09	MS	New Document
	Date	Date Author