

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

**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 Flexcon #1 CM at the Repack facility

**Procedure:** The proper process to lockout the Flexcon #1 CM 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.
5. Once work is complete, remove lock out tag out tag and id
6. Turn electrical disconnect on.
7. Notify all affected employees that the machine is being returned to production

Proper process 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 equipment is operating properly.

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**TRAINING DOCUMENTATION**

	EMPLOYEE	TITLE	SIGNATURE	DATE
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