

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

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 Omni Bucket Conveyor in the main facility at 102 Commerce Street*

Procedure: *The proper process to lockout the Omni Bucket Conveyor is as follows:*

- 1. Notify all affected employees that the machine is being taken out of production.*
- 2. Locate disconnect for omni lift on MCC #2*
- 3. Turn disconnect off for omni lift on MCC #2*
- 4. Install multi-locking lockout device*
- 5. ID tag with name, date and time*
- 6. Test start switch to ensure machine 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 multi-locking device*
- 5. Turn disconnect on for omni lift on MCC #2*
- 6. Test equipment to ensure that it is available for production*

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TRAINING DOCUMENTATION

	EMPLOYEE	TITLE	SIGNATURE	DATE
1				
2				
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