

GILES CHEMICAL CORPORATION		
COMPANY PROCEDURE		
Standard Operating Procedure	Page : 1 of 2	Revision : Date : 02/12/07
Author: Maintenance	Title: Lock Out Tag Out Screw conveyor to elevator	

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 Screw conveyor (to the elevator) at the main facility at 102 Commerce Street*

Procedure: *The proper process to lockout Screw Conveyor is as follows:*

- 1. Notify all affected employees that the machine is being taken out of production.*
- 2. Locate disconnect for screw conveyor (to the elevator) on MCC #2*
- 3. Turn disconnect for screw conveyor 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 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 padlock-multi locking device from disconnect for screw conveyor (to the elevator) on MCC #2*
- 5. Turn disconnect handle to the on position*
- 6. Ensure that screw conveyor is operating properly and available to be returned to production*

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TRAINING DOCUMENTATION

	EMPLOYEE	TITLE	SIGNATURE	DATE
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