

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

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 Automated Pouching machine located in our Repack facility on Shelton Street.*

Procedure: *The proper process to lockout the Automated Pouching Machine is as follows:*

- 1. Notify all affected employees that the machine is being taken out of production.*
- 2. Use padlock and multi-lock out tool and id tag to secure machine.*
- 3. Fill out id tag with name and date/time.*
- 4. Lock out air line to poucher in same manner as item #1 except use valve-locking device to secure air line.*
- 5. Test machine to ensure that it will not start after locking out machine.*

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 from valve locking device*
- 4. Remove valve locking device from air line*
- 5. Remove ID tag with name date and time from lockout device*
- 6. Remove multi locking device with lock from lockout*
- 7. Start machine and check for operability*
- 8. Ensure that equipment is operational and available to be returned to production*

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TRAINING DOCUMENTATION

	EMPLOYEE	TITLE	SIGNATURE	DATE
1				
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