

<b>GILES CHEMICAL CORPORATION</b>		
<b>COMPANY PROCEDURE</b>		
<b>Standard Operating Procedure</b>	Page : 1 of 2	Revision : Date : 02/12/07
Author: Maintenance	Title: Lock Out Tag Out Box Taper #2	

**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 Box Taper #2 in repack*

**Procedure:** *The proper process to lockout Box Taper #2 is as follows:*

1. *Notify all affected employees that the machine is being taken out of production.*
2. *Make sure machine is in the off position*
3. *Unplug cord and install cord end locking device*
4. *Install padlock-multi locking device*
5. *ID tag with name, date and time*
6. *Test to see if Box Taper #2 is 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*
5. *Remove cord end locking device and plug in cord*
6. *Make sure machine is in the on position and test to make sure machine is operational.*

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**TRAINING DOCUMENTATION**

	EMPLOYEE	TITLE	SIGNATURE	DATE
1				
2				
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