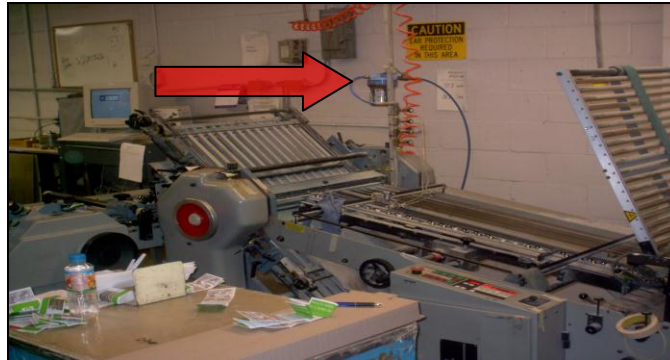
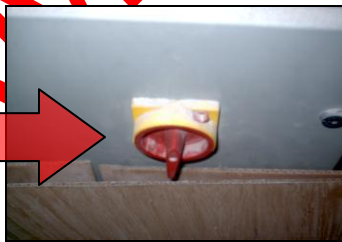


MBO#3

LOCKOUT/TAGOUT PROCEDURES



- 1.) Notify all employees who work in the affected area that the machine is being locked out.
- 2.) Prepare to shutdown by identifying the following:
 - A.) The types and amounts of energy that power it,
 - B.) The hazards of that energy,
 - C.) How the energy can be controlled
- 3.) Press shutdown switch located on machine



- 4.) Shut off power at main power source and lock/tagout
- 5.) Press start button to ensure all residual energy is relieved from machine
- 6.) Perform required maintenance
- 7.) Notify all affected employees that equipment is being unlocked
- 8.) Ensure all tools are removed from work area
- 9.) Alert employees in area of machine startup
- 10.) Unlock and remove lock and tag
- 11.) Switch main power source on
- 12.) Continue production