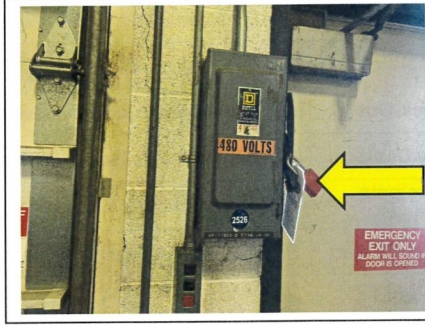
LOCKOUT-TAGOUT PROCEDURE

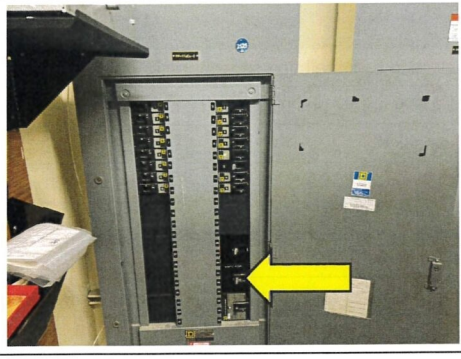
Developed by:
Cardinal Compliance Consultants 1135 Corporate Dr. Holland, OH 43528 P: 419-882-9224

Description: Overhead Door			Procedure # 163	
Facility: Owens-Illinois	Location: Plaza 3	Rev: 0	Date: 2/9/23	Origin: 2/9/23

2 Isolation Points to be Locked and Tagged

NOTES:





ALWAYS PERFORM A MACHINE STOP BEFORE LOCKING OUT DISCONNECTS

Any machine modifications must be shown in procedure. Contact safety department to update procedure.

ID	Source	Device	Location	Method	Check
⇨	480V Electric	Disconnect	Overhead Door Disconnect on Wall Tag #2526	Cover, Lock & Tag	Attempt Restart
⇨	480V Electric	Panel	Breaker #32, 34, 36 Breaker Panel PP-17a Tag #2525	Cover, Lock & Tag	Attempt Restart

Safety Is Your Responsibility!

PROCEDURAL LOCKOUT STEPS ON REVERSE SIDE

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SHUTDOWN SEQUENCE		
1	**Notify**	Notify all affected employees that the machine or equipment will be shut down and locked out.
2	**Machine Stop**	Shut off overhead door disconnect tag #2526 and wait for machine to fully stop.
3	**Isolate**	Shut off breaker #32, 34, 36 on breaker panel PP-17a tag #2525.
4	**Lock-Out**	Apply appropriate lock out devices, locks and properly filled out tags
5	**Verify Devices**	Attempt to remove lock or device from lock-out point to verify effectiveness.
6	**Dissipate Energy**	Dissipate or restrain stored or residual energy.
7	**Attempt Restart**	Ensure no personnel exposure, then, if applicable, attempt to restart machine or equipment.

Restore to Service Sequence		
1	**Inspect**	Remove any non-essential items from machine and re-install any safeguards.
2	**Check Area**	Check the area to ensure all employees have been safely positioned or removed from the area.
3	**Verify**	Verify machine controls are in neutral or "off" position.
4	**Remove Locks**	Remove lockout devices, locks, and tags.
5	**Energize**	Turn on breaker and disconnect.
6	**Set Parameters**	Set machine or equipment to standard operating parameters.
7	**Notify**	Notify affected employees that maintenance is complete, and isolations have been removed.

Only Authorized Personnel are to use Lockout-Tagout!

Lockout Procedure Approval Data:

The signatures below indicate that the lockout procedure covered on this sheet has been prepared by Cardinal Compliance and approved by Owens-Illinois.

Completed by: _____ Approved by: _____ Date: 4/1/23

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Cardinal Compliance
Consultants, Inc.

Josh Warner
Owens-Illinois.