**Document Control Number: MT-05**

**Equipment Description: Goodway Lathe**

**Department Name: Maintenance Shop**

**For Equipment Asset No.:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Revision:** | **000** | **Last Reviewed Date:** | **10/14/2020** |

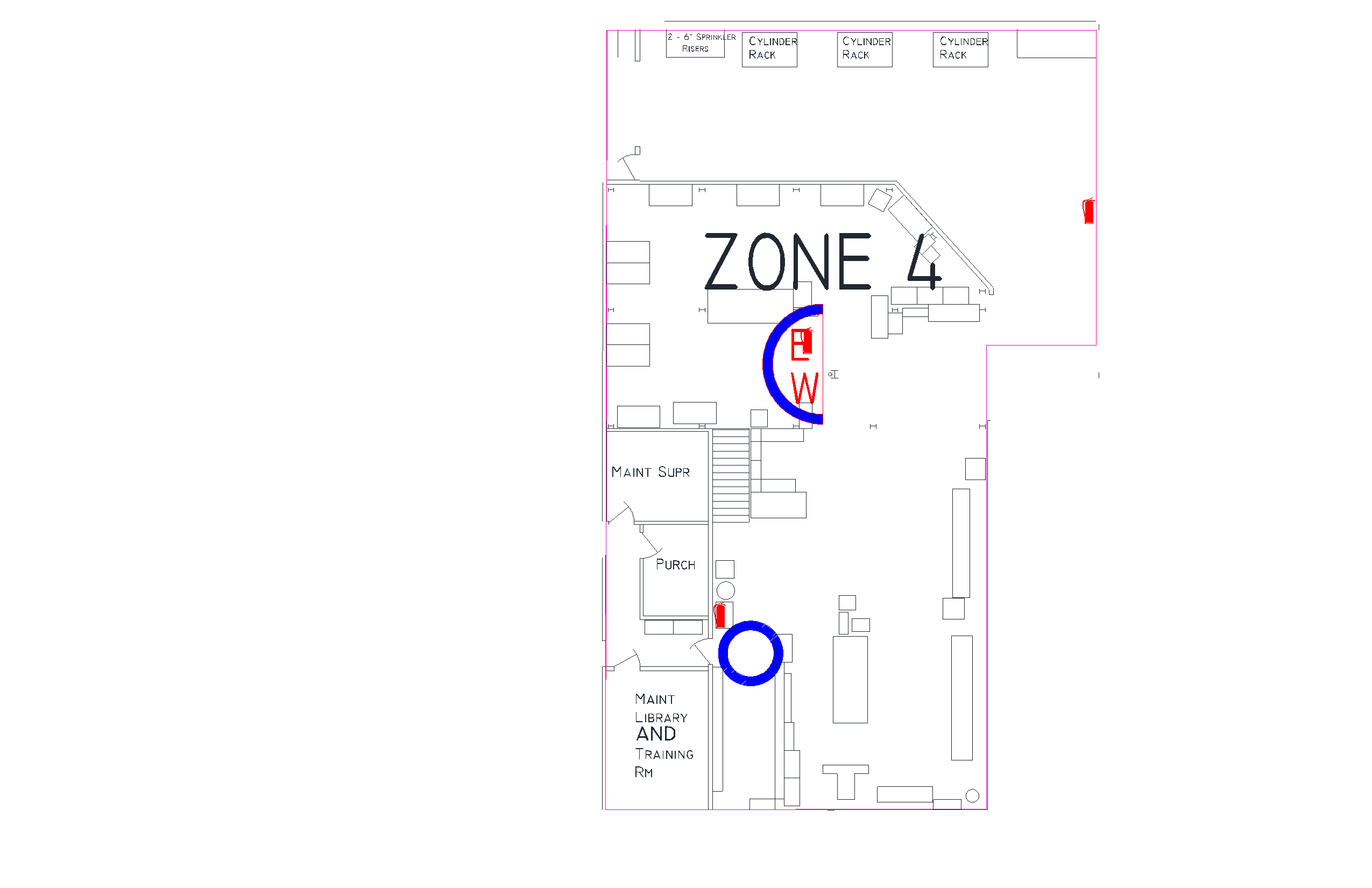
**Those who intend to perform service or maintenance on this equipment must use *this procedure before any servicing or maintenance activities are performed where the unexpected energization, start up, or release of stored energy may cause injury. (i.e. repairs, set-up, clearing parts, etc.)***

**NOTE: Failure to follow these procedures will result in disciplinary measures up to and including discharge.**

**ENERGY SOURCES TO BE SECURED**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ID # | Energy Source | Magnitude  & Location | Method of Lockout | Procedure to Isolate Energy |
| 1 | Electric | 120/208 VAC | Disconnect Switch | Pull the arm of the disconnect down to the OFF position |







**lathe**

**BEFORE SERVICING OR MAINTENANCE**

|  |  |
| --- | --- |
| 1. Notify affected employees 2. Turn off the lathe by pushing the OFF button on the front panel 3. At the disconnect switch behind the lathe, pull the arm down to the OFF position 4. Voltage test to make sure the equipment has been de-energized to zero with a multimeter | 1. Apply lockout lock and tag 2. Monitor switches to verify power dissipation 3. Attempt to restart the lathe by pushing the ON button to verify there is no power to the machine; if it starts then repeat the process beginning with step 2 |

**TASK-SPECIFIC LOCKOUT PROCEDURES:**

Lockout point:

A picture containing text

Description automatically generated

**AFTER SERVICING OR MAINTENANCE**

|  |  |
| --- | --- |
| 1. Clear machine of tools and debris. Make sure all guarding is in place. 2. Remove all people from the area. 3. Verify that controls are in the “OFF” position | 1. Remove lockout device and restore energy. 2. Start the lathe and check for normal operation. 3. Notify affected personnel that machine is ready for operation. |

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| **Paper copy posted on/in:** | n/a |

**Approvals:**

|  |  |  |
| --- | --- | --- |
| Title | Name | Date Approved |
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| Revision | Reason for Change | Name of Author | Date |
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