ENERGY CONTROL PROCEDURE

The following Energy Control Procedure should be used for the equipment listed below.

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EQUIPMENT DESCRIPTION

GENERAL DESCRITION: OPEN BACK PUNCH PRESS (BMC #3012)/FEED

MANUFACTURER: MINSTER MACHINE

MODEL: #6 SERIAL NUMBER: 6G-18782

LOCATION: FIRST PRESS ROOM RIGHT SIDE

CONTROLS

The following Controls, including "start/stop" buttons, toggle switches, emergency stop button, shut-off valves, etc. have been identified for this equipment.

Description of Control	Location on Equipment
• START STOP	PENDANT
• MACHINE DISCONNECT	BACK SIDE PRESS MAIN PANEL
• AIR SUPPLY	RIGHT SIDE NEWAR REAR OF PRESS
• DRAIN TANK (AIR)	REAR SIDE NEAR TOP OF PRESS

ENERGY SOURCES/ISOLATION DEVICES

The following Energy Sources and Energy Isolation Devices supporting this equipment have been identified.

Energy Types: (CHECK ALL THOS APPLICABLE)

Electrical X	Pneumatic X	Hydraulic
Steam	Chemical	Thermal
"Stored" Energy X	Other	

SOURCES/DEVICES	LOCATION	TYPE OF LOCK/TAG NEEDED
• ON/OFF BUTTON	PENDANT	N/A
	FRONT OF MACHINE	
• MAIN DISCONNECT PLUG	BACK PANEL	LOCK & TAG
• AIR VALVE BALL VALVE	RIGHT SIDE OF PRESS	LOCK & TAG
• 110 VOLT PLUG	RIGHT SIDE OF PRESS	PLUG COVER, LOCK & TAG
• STOP BLOCK	BACK OF CONTROL BOX	N/A
• FEED PLUG	BELOW CONTROL BOX	PLUG COVER, LOCK & TAG

SHUTDOWN PROCEDURES

The steps listed below must be followed to properly shut down and de-energize this equipment.

To verify the effectiveness of each step follow the instructions in the "Verification" column.

Procedure	Lock-Out/Tag-Out Device Used	How to Verify
• NOTIFY "AFFECTED" AND "OTHER" EMPLOYEES OF IMPENDING EQUIPMENT SHUTDOWN		
• ON/OFF BUTTON - PUSH (OFF)	N/A	TRY THE INCH RUN BUTTONS
• TURN BALL VALVE	BALL VALVE COVER - LOCK/TAG	CHECK AIR PRESSURE GUAGE & AIR BLOW GUN
• DRAIN COUNTER BALANCE	PEP COCKS	CHECK AIR GUAGE
• MAIN DISCONNECT UNPLUG	PLUG COVER – LOCK & TAG	TRY POWER ON SUPPLY
• STOP BLOCK PULL AND PUT ON PRESS BED	LEFT BACK SIDE	N/A
• FEED UNPLUG	PLUG COVER – LOCK & TAG	PUSH PULL SWITCH

RELEASE AND RESTART PROCEDURES

The steps listed below must be followed to properly release this equipment from a locked or tagged out condition and restart it.

PROCEDURE	LOCATION
• Inspect work area and remove tools and other non-essential items.	
• Inspect equipment and components to make sure it is intact and ready to run.	
• Notify "affected" and "other" employees in the area of impending restart and make sure they are safely positioned away from the equipment	
• UNLOCK & TURN AIR SUPPLY BACK ON	RIGHT SIDE OF PRESS
• UNLOCK & TURN ON MAIN DISCONNECT UNPLUG – PLUG IN	REAR OF PRESS
• PUT STOP BLOCK BACK IN HOLDER AND PLUG IN	
• PUSH ON BUTTON TO START MOTOR	PENDANT
• FEED UNLOCK & PLUG IN	BELOW CONTROL BOX (COE)
• PUSH START BUTTON	FEED BOX