



Commandant
United States Coast Guard

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COMDTNOTE 9077
AUG 29, 2001

COMMANDANT NOTICE 9077

CANCELED: AUG 28 2002

Subj: CH-1 TO EQUIPMENT TAG-OUT PROCEDURE, COMDTINST 9077.1C

1. PURPOSE. This Notice promulgates several changes to Equipment Tag-Out Procedure, COMDTINST 9077.1C.
2. ACTION. Area and district commanders, commanders of maintenance and logistics commands, commanding officers of headquarters units, assistant commandants for directorates, Chief Counsel, and special staff offices at Headquarters shall comply with the provisions of this Notice.
3. DIRECTIVES AFFECTED. None
4. SUMMARY OF CHANGES.
 - a. Adds an Iterative tag-out process. Iterative tag-out process permits the Authorizing Officer to designate an individual as the on-site Authorizing Officer for repetitive tag-outs associated with specific iterative tests or maintenance evolutions.
 - b. Adds requirement for person removing the Danger/Caution tags to obtain concurrence from the Repair Activity, if designated, before removing the tags.
 - c. Adds requirement for Authorizing Officer to ensure legibility of Danger/Caution tags prior to authorizing installation of the tags.
 - d. Recommends abbreviated audits be conducted as part of routine watch relief.

DISTRIBUTION – SDL No. 139

	a	b	c	d	e	f	g	h	i	j	k	l	m	n	o	p	q	r	s	t	u	v	w	x	y	z
A	3	3	3		4	1	1	1	1	1		1	1	1	1	1	1	1	1	1						
B		8	20*		9	24		6	2	10				50	17	1	1	1	1						1	1
C	1	1		3	2	3	1	1	1		1		1				1	1				1	2			
D	1	1	1	2				2				2*	2							1		1				
E								1					1							1						
F																			1							
G																										
H																										

NON-STANDARD DISTRIBUTION: *B:c mlcS (6 EXTRA); D:l SWOSCOLCOM, ATG Mayport, ATG San Diego, ATG Pearl Harbor, ATG Norfolk, TAFT Roosevelt Roads (2)

5. PROCEDURES. Remove and insert the following pages:

Remove	Insert
pages 7 & 8 Original	Enclosure (1) pages 7 & 8 CH-1
pages 13 & 14 Original	Enclosure (1) pages 13 & 14 CH-1
pages 21 & 22 Original	Enclosure (1) pages 21 & 22 CH-1

6. FORMS AVAILABILITY. Forms CG5603 (11/96) Danger/Caution Tag-Out Index and Record of Audit Sheets, CG5604 (11/95) Tag-Out Record Sheet, NAVSHIPS 9890/10 Instrument Log Sheet, and OPNAV 4790/107 Tag Guide List may be produced locally from copies provided in the final pages of Equipment Tag-Out Procedure, COMDTINST 9077.1C. Form CG5604 (11/95), Tag-Out Record Sheet, is being revised to reflect the implementation of the iterative tag-out process and will be promulgated in a future change.

R. F. SILVA
Assistant Commandant for Systems

Encl: (1) CH-1 to Equipment Tag-out Procedures, COMDTINST 9077.1C



COMDTINST 9077.1C

DEC 21 1995

COMMANDANT INSTRUCTION 9077.1C

Subj: EQUIPMENT TAG-OUT PROCEDURE

1. PURPOSE. This instruction provides units with a standardized equipment tag-out procedure as required by COMDTINST M9000.6 (series), chapter 077.
2. ACTION. Area and district commanders, commanders of maintenance and logistics commands, commanding officers of Headquarters units, Commander, Coast Guard Activities Far East and chiefs of offices and special staff divisions at Headquarters shall ensure compliance with the provisions of this instruction.
3. DIRECTIVES AFFECTED. COMDTINST 9077.1B is cancelled. Chapter 077 of the Naval Engineering Manual, Commandant Instruction M9000.6(series) will be amended to reflect promulgation of this instruction.
4. DISCUSSION.
 - a. This instruction describes a standardized tag-out procedure for Coast Guard cutters and boats. This procedure shall be used to ensure the safety of personnel and to prevent improper operation of systems or equipment when the system or equipment is isolated or in an abnormal condition because of preventive maintenance or a casualty. The procedure is also used to prevent improper operations of systems or equipment when safety devices such as locking devices, seals, or blank flanges are installed for testing, maintenance, or casualty.

DISTRIBUTION - SDL No. 134

	a	b	c	d	e	f	g	h	i	j	k	l	m	n	o	p	q	r	s	t	u	v	w	x	y	z	
A	3	3	3		4	1	1	1	1	1		1	1	1	1	1	1	1	1	1	1						
B			820*		9	24		6	2	10				50	17	1	1	1	1						1	1	
C	1	1		3	2	3	1	1	1		1		1			1	1	1					1	2			
D	1	1	1	2				2				2*	2							1		1		1	1		
E							1	1						1						1		1					
F	1										1								1								
G																											
H																											

NON-STANDARD DISTRIBUTION: * B:c MLCs (6 extra); D:1 SWOSCOLCOM, Mayport, San Diego, Pearl Harbor, Little Creek, USCG TAFT, Antiga (2)

DEC 21 1995

- b. This instruction also provides a procedure for the operation of systems or equipment when instrumentation is unreliable or is not in normal operating condition. It is similar in nature to the tag-out procedure except that labels in lieu of tags are used to indicate instrument status.
- c. The procedures described in this instruction shall apply to Coast Guard cutters and boats. Shore units must follow Occupational Safety and Health Administration (OSHA) requirements (e.g., lock out procedures).
5. FORMS. CG5603(11/96) Danger/Caution Tag-Out Index and Record of Audit Sheets, CG5604(11/95) Tag-Out Record Sheet, NAVSHIPS 9890/10 Instrument Log Sheet, and OPNAV 4790/107 Tag Guide List may be reproduced locally from final pages the enclosure.


E. J. BARRETT
Office of Engineering,
Plans and Design

Encl: (1) Equipment Tag-Out Procedure

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1. INFORMATION.

- a. A tag-out procedure is required because of the hazards to personnel, cost, and delays that could result from improper operation of complex equipment on modern cutters.
- b. Tag-out procedures shall be enforced at all times. Enforcement is necessary during normal operations, as well as during testing, repair, or maintenance. Strict enforcement is required by the ship's force and by maintenance, overhaul, or repair activities using the tag-out procedures to ensure continuous respect for all tags.
- c. The use of tags or labels is temporary and not a substitute for other measures such as chaining or locking valves, removing fuses or racking out circuit breakers. However, tags shall be attached to the fuse panel, racked out circuit breaker cabinet, or locked valve, to indicate the need for such action. Where procedures or plans require the use of a locking device during normal operation, the use of tags is not required.
- d. When equipment or components are placed out of commission, such as by disconnecting electrical leads, providing jumpers, or pulling fuses for testing or maintenance purposes, the cutter's tag-out procedures shall be used to control the status of the affected equipment. Tags shall be used to indicate requirements for and presence of locking devices, seals, blank flanges, or similar safety devices.
- e. Tags or labels associated with the tag-out procedure should never be used for valve identification, for marking leaks, or for any purpose not specified in this tag-out procedure.
- f. The absence of a tag or label is not to be construed as permission for unauthorized operation of equipment.
- g. Enough tags should be used to completely isolate the section of piping or circuit being worked on, to prevent operation of a system or component from all stations that could exercise control. System diagrams or schematics shall be used to determine the adequacy of all tag-out actions.
- h. Careful planning of tag-outs can significantly reduce the number of tags and the effort required to perform audits.

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1. i. The decision to use an OUT-OF-COMMISSION instrument label or an OUT-OF-CALIBRATION label must be made on a case-by-case basis. In general, if the instrument error is small and consistent, an OUT-OF-CALIBRATION label may be used, and the operator may continue to use the instrument for plant or equipment operation. When an OUT-OF-CALIBRATION label is used, the magnitude, sign, and units of the required correction should be marked on the label. When an OUT-OF-COMMISSION label is used, the instrument must not be used for plant or equipment operation.
- j. When repair personnel other than ship's force are performing work, a dual responsibility exists for the safety of both ship's force and repair personnel. To ensure that conditions are safe for all work that is undertaken, the procedures of this instruction shall be used.
- k. If a cutter is assigned an availability to a repair activity or facility not under the control of the Coast Guard, the assigning and removing of tags or labels may require agreement between the cutter and the repair activity. In this case, the tag-out system shall be followed by both repair activity and the ship's force.
1. Violation of any tag compromises the entire tag-out system and could in itself have serious consequences. Therefore, strict adherence to the tag-out procedure without exception is required by all personnel.

2. DEFINITIONS.

- a. As used in this Instruction, the following definitions apply:
 - (1) AUTHORIZING OFFICER. The person with the authority to sign tags/labels to be issued or cleared is the Authorizing Officer. The Authorizing Officer is responsible for ensuring that persons assigned to make a tag-out are qualified to perform the duties pursuant to this instruction. The Commanding Officer shall designate the authorizing officers in writing. A sample letter is provided on page 3.

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Commanding Officer
USCGC Sample

Unit Address

Date DD MM YY

From: Commanding Officer, Coast Guard Cutter Sample
To: Distribution

Subj: AUTHORIZING OFFICERS FOR EQUIPMENT TAG-OUT PROGRAM

Ref: (a) TAG-OUT PROGRAM INSTRUCTION

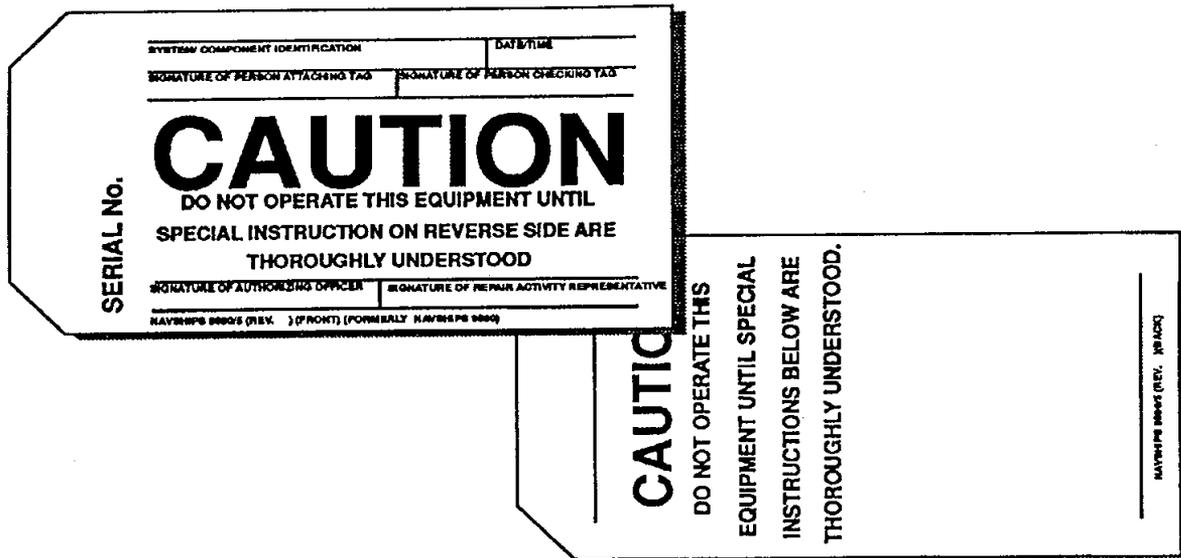
1. The following personnel are designated as "Authorizing Officers/Petty Officers" for subject program and are to comply with the provisions of reference (a):

- a. CWO M.Y. NAME, EO
- b. EMC A.C. SPARKS
- c. MKC L.A. GEAR
- d. DC1 D.C. ROSEBUD
- e. MK1 I.M. SMART

C. O. BESTSHIP

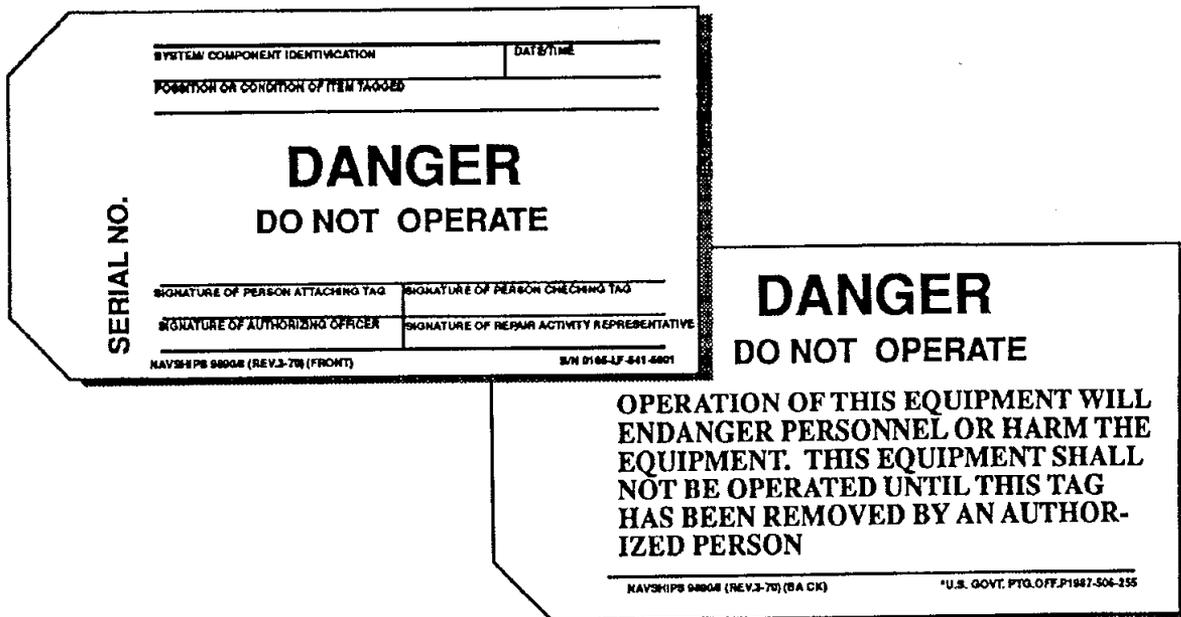
Figure 1 SAMPLE OF AUTHORIZING OFFICER'S LETTER

- 2.a. (2) CAUTION TAG. Figure 2, shows the CAUTION tag. This tag is YELLOW. It is a precaution to provide temporary special instructions or to indicate that unusual caution must be exercised to operate equipment. These instructions must state the specific reason why the tag is installed. Use of phrases such as "DO NOT OPERATE WITHOUT EOW PERMISSION" is not appropriate since, under normal circumstances, equipment or systems are not operated unless permission has been obtained from the Engineering Officer of the Watch (EOW). A CAUTION tag is not used if personnel or equipment can be endangered while performing evolutions using normal operating procedures; a DANGER tag is used in this case. Very few situations will warrant the use of the Caution tag.
- (3) DANGER TAG. Figure 3, shows the DANGER Tag. This tag is RED. It prohibits operation of equipment that could jeopardize safety of personnel or endanger equipment, systems, or components. Under no circumstances will equipment be operated when tagged with Danger tags. Laminated DANGER tags, intended for repeated use, are authorized only for designated PMS maintenance actions addressed in this instruction. These laminated tags shall be serialized by the assigned work center.
- (4) Engineer Officer of the Watch (EOW). This may be either the EOW or the Engineering Duty Officer, depending on engineering plant conditions.
- (5) Officer of the Deck (OOD). This may be either the OOD or the Ship's Duty Officer, depending on the ship's condition.
- (6) OUT-OF-CALIBRATION Labels. Figure 4, shows this label. It is an ORANGE label used to identify instruments that are out of calibration and will not accurately indicate parameters.
- (7) OUT-OF-COMMISSION Labels. Figure 5, shows this label. It is a RED label used to identify instruments that will not correctly indicate parameters because the instruments are defective or isolated from the system. This label indicates that the instrument is unreliable and must be repaired and recalibrated or be reconnected to the system before use.



S/N 0105-LF-641-3001

Figure 2 CAUTION Tag



S/N 0105-LF-015-1200

Figure 3 DANGER Tag

OUT OF CALIBRATION	
SERIAL NO.	DATE
AUTHORIZED BY/CONCURRENCE BY	
TAG BY	TIME
ERROR	

S/N 0116-LF-092-1025

Figure 4 Out of Calibration Label

OUT OF COMMISSION	
SERIAL NO.	DATE
AUTHORIZED BY/CONCURRENCE BY	
TAG BY	TIME

S/N 0105-LF-641-5001

Figure 5 Out of Commission Label

2. a. (8) Repair Activity. Any activity other than the ship's force (e.g. MAT, WAT ASSIST, etc...) involved in the maintenance of the ship.
- (9) Ship's Force. The term refers to personnel assigned to the cutter who maintain and operate the ship's systems and equipment.
- (10) Active Log/Record Sheets. This term refers to the DANGER/CAUTION Tag-Out Record and Continuation Sheet (Figure 7A, and 7B) in the working section of the log.
- (11) Inactive Log/Record Sheets. The term refers to the completed DANGER/CAUTION Tag-Out Record Sheets that are held for six months.
- (12) Tag Clearance. This term refers to the process used by the Authorizing Officer to deem equipment to be operational and placed back in service. (See Para 5.d)

3. TAG-OUT LOGS

- a. Number of Logs. The number of tag-out logs maintained by a cutter will depend on the cutter's size. Two tag-out logs, to be maintained by the Operations and Engineering Departments, respectively are required for WHEC, WMEC and WAGB cutter classes. A single tag-out log is required for other cutter and boats. On cutters and boats with a single tag-out log requirement, the Engineering Department shall maintain this log.
 - (1) The Operations Department Tag-Out Log. It is used for all ships systems and equipment not under the cognizance of the Engineering Department. This log is maintained on the bridge or other location as designated by the Commanding Officer.
 - (2) The Engineering Department Tag-Out Log. It is used for propulsion plant, auxiliary, electrical and damage control systems and equipment, as well as other systems and equipment in engineering spaces. This log is maintained in Engineering Main Control or other location specifically designated by the Engineer Officer.

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3. b. Format of the Tag-Out Log. The Tag-Out Log is a record of authorization of each effective tag-out action. It shall be maintained in the following format.
 - (1) A copy of this instruction and any amplifying directives for administering the system shall be inserted in the front of the log. A copy of the AUTHORIZED OFFICERS letter(s) shall be included.
 - (2) DANGER/CAUTION TAG-OUT Index and Record of Audit Sheet. A sequential list of all tag-outs issued shall be maintained to provide a ready reference of existing tag-outs, ensure that serial numbers are sequentially issued, and assist in conducting audits of the log. Figure 6, shows an example.
 - (3) ACTIVE Log. The Active section of the log shall include all Tag-Out Record Sheets for systems that are tagged out at the present time.
 - (4) INACTIVE Log. The Inactive section of the log shall contain all the Tag-Out Record Sheets from Tag-Outs that have been cleared.
 - (5) INSTRUMENT Log. Labels associated with OUT-OF-COMMISSION and OUT-OF-CALIBRATION instruments are logged in the instrument log. Figure 8, shows a sample log.
 - (6) Spare Log sheet
- c. Source of supply for Tags, Labels, and Logs.
 - (1) Tags and labels shown in Figures 2, 3, 4, and 5 are available in the Federal Supply System.
 - (2) Danger/Caution Tag-Out Index and Record of Audit Sheets, Tag-Out Record Sheets, Instrument Log Sheets, and Tag Guide lists shown in Figures 6, 7A, 7B, 8, and 9 may be locally reproduced.

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INSTRUMENT LOG

NAVSHIPS 9890/10 (REV.7-67)

(Formerly NAVSHIPS 5011-N/S-0105-642-0100)

LABEL CONDITION CODE AND NO.	DATE/TIME LABELED.	INSTRUMENT NAME OR NUMBER	CONDITION AND/OR CORRECTION FACTOR	AUTHORIZED BY (SIGNATURE)	ATTACHED BY INITIALS	WORK NECESSARY TO CLEAR	DATE/TIME CLEARED	CLEARANCE AUTHORIZED BY (SIGNATURE)	LABEL REMOVED BY (INITIALS)

LABEL CONDITION CODE - OUT OF COMMISSION
CAL - OUT OF CALIBRATION

LINE OUT COMPLETE ENTRIES

Figure 8 INSTRUMENT LOG Sheet

4. TAG-OUT PROCEDURES.

- a. Standard Tag-Out Procedures. The following standard tag-out procedures shall be used for all corrective and preventive maintenance requirements:
- (1) Exchange of Information. On cutters maintaining more than one tag-out log, an exchange of information concerning tag-out actions will be required among Authorizing Officers. When a tag-out will affect another Authorizing Officer, the initiating party shall obtain verbal concurrence from that officer to tag-out the system or equipment in question before the tag-out is authorized.
 - (2) Examples of systems that may require such coordination are: ship service electrical distribution, hydraulics, air, ventilation, air conditioning chill water and damage control.
 - (3) When a requirement for tags has been identified, the Authorizing Officer shall notify the cognizant department head before authorizing the tag-out. After notification, the Authorizing Officer shall direct the completion of the tag-out procedure.
 - (4) The Commanding Officer is ultimately responsible for the safety of all maintenance personnel and for protection of the cutter's equipment. Commanding Officers must ensure that personnel who are participating in the tag-out procedure are adequately trained and qualified to do so. When a Repair Activity is performing maintenance on a vessel, a dual responsibility exists between the vessel and repair Activity. When a tag-out action is required to permit maintenance by a Repair Activity, they shall observe the tag-out process and sign the tags and DANGER/CAUTION Tag-Out Record Sheet in the Repair Activity Blank.
 - (5) At the Commanding Officer's discretion, active duty Coast Guard Repair Activities such as the MAT, WAT, or ASSIST, may be allowed to fill in the TAG-OUT INDEX, the DANGER/CAUTION TAG-OUT RECORD SHEET and tags as the "person attaching the tag(s)" a separate Repair Activity signature is not required.

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4. b. Preparation of Tags and Logs. DANGER and CAUTION tags and associated tag-out request shall be prepared as follows:
 - (1) Each tag-out action is assigned a serial number in sequence on the DANGER/CAUTION Tag-Out Index and Record of Audits Sheet. The serial number assigned shall identify the system or component affected by the tag-out action. To differentiate between the Operations or Engineering Department tag-out logs, a letter prefix of “O” or “E” shall be used with the serial numbers, (i.e. E-001, E-002, or O-001, O-002 etc.). When a tag-out action requires more than one tag, the same base number shall be used with a sequence number to identify the additional tags, (i.e., E-001-1, E-002-1 etc.).
 - (2) The person requesting the tag-out shall prepare the DANGER/CAUTION Tag-Out Index and Record of Audits Sheet, DANGER/CAUTION Tag-Out Record Sheet, Tags and sign the tags. Ensure either DANGER or CAUTION, whichever applies, is circled and the other lined out.
 - (3) DANGER/CAUTION Tag-Out Record Sheet entries shall provide sufficient information to give anyone reviewing the log a clear understanding of the purpose and necessity for each tag-out action.
 - (4) Enough tags shall be used to completely isolate the system, piping, or circuit being worked on, and to prevent operation from all stations that could exercise control. System diagrams, circuit schematics, and tag guide list should be used to determine the adequacy of all tag-out actions.
 - (5) The Authorizing Officer shall review the Tags, DANGER/CAUTION Tag-Out Record Sheet, and DANGER/CAUTION Tag-Out Index and Record of Audits Sheet entries for completeness, accuracy, and legibility. Then sign the DANGER/CAUTION Tag-Out Record Sheet and tags, authorizing installation of the tags.
 - (6) The person attaching the tag must have the Authorizing Officer’s approval before attaching any tag(s). Once approved, the “person attaching the tag(s)” shall ensure that each item tagged is in the prescribed position or condition as indicated on the tag and then initial the DANGER/CAUTION Tag-Out Record Sheet.
 - (7) Tags are to be attached so that they are apparent to anyone who may try to operate the system or component. Do not attach tags to breaker covers or valve caps that may be subsequently removed

- 4.b. (8) After a tag is attached, a second person shall independently verify that the system or equipment is in the position or condition indicated by the tag and that the tag is properly attached. That person shall then sign the tag and initial the DANGER/CAUTION Tag-Out Record Sheet. Personnel performing the second check must have the approval of the Authorizing Officer. The second person may be a Repair Activity member.
- (9) The person checking the tag shall not be the person who attached it.
- (10) The following table summarizes who signs the Tags and Tag-Out Record Sheet.

Table 4.1

SUMMARY OF REQUIRED SIGNATURES

Tags Requester	Tag-Out Record Sheet Requester (initials)
*Repair Activity Authorizing Officer	*Repair Activity Authorizing Officer
Second person	Second person (initials)

* Refer to paragraphs 4.a.(4) and 4.a.(5).

c. Requirement for Additional Tags. When a requirement has been identified for additional DANGER or CAUTION tags because of added work on an existing tag-out request:

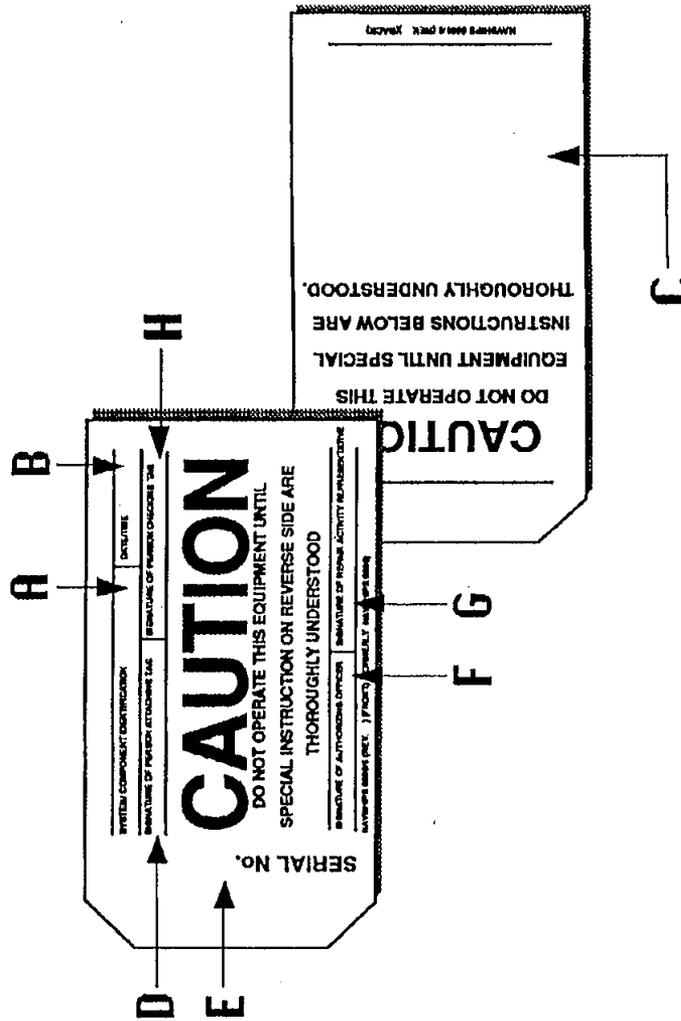
- (1) The person requesting the additional tags shall ensure that the purpose of the existing tag-out action remains unchanged by the addition of new work and associated tags.
- (2) Additional tags shall be added to the existing DANGER/CAUTION Tag-Out Record Sheet by continuing the sequence of numbers to identify each additional tag. The tags and DANGER/CAUTION Tag-Out Log entries shall be filled in as previously described, to reflect the additional tags required. Once this has been completed, the Authorizing Officer shall review the tags and DANGER/CAUTION Tag-Out Index and Record of Audits Sheet for accuracy and completeness, and sign the Additional Tag Authorization blank.
- (3) Additional tags shall be attached and checked following the previously described guidelines.

PROCEDURES FOR DANGER/CAUTION TAG-OUT INDEX

Step	ACTION	By Whom	Location On Tag
1	Select the proper tag Example: Danger, Caution	Person doing work	
2	Fill in System Comp. Identification Example: #ISSDG	Person doing work	A
3	Fill in Date and Time	Person doing work	B
4	Indicate Temporary Precautionary Instructions	Person doing work	C
5	Sign the tag	Person doing work	D
6	Give a Serial # in numerical order from TAG-OUT INDEX	Person doing work	E
*7	AUTHORIZING OFFICER SIGNS TAG	Engineer of the watch	F
8	Repair Party Activity Signs NOTE: IF APPLICABLE	Repair Party Activity	G
9	Place tag on equipment that is being worked on	Person doing work	
10	Person checking tag signs	Person checking tags	H

This Table Describes the CAUTION TAG

TAG	COLOR	FUNCTION	Operate The Component?
CAUTION	YELLOW	Temporary Precautionary Instructions	YES



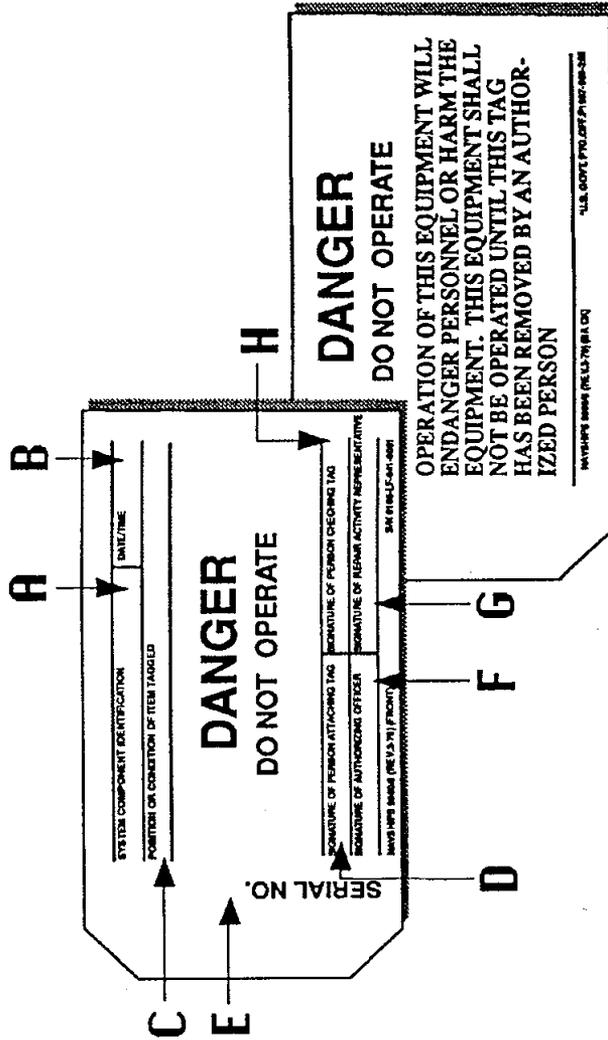
*Before AUTHORIZING OFFICER signs, you must fill out the TAG-OUT RECORD SHEET
All steps except #8, 9 must also be filled out in the TAG-OUT RECORD SHEET

PROCEDURES FOR DANGER/CAUTION TAG-OUT INDEX

Step	ACTION	By Whom	Location On Tag
1	Select the proper tag Example: Danger, Caution	Person doing work	
2	Fill in System Comp. Identification Example: #1SSDG	Person doing work	A
3	Fill in Date and Time	Person doing work	B
4	Indicate Position or Condition of Item Tagged	Person doing work	C
5	Sign the tag	Person doing work	D
6	Give a Serial # in numerical order from TAG-OUT INDEX	Person doing work	E
*7	AUTHORIZING OFFICER SIGNS TAG	Engineer of the watch	F
8	Repair Party Activity Signs NOTE: IF APPLICABLE	Repair Activity	G
9	Place tag on equipment that is being worked on	Person doing work	
10	Person checking tag signs	Person checking tags	H

This Table Describes the DANGER TAG

TAG	COLOR	FUNCTION	Operate The Component?
DANGER	RED	Prevent Equipment from Being Energized	NO



*Before AUTHORIZING OFFICER signs, you must fill out the TAG-OUT RECORD SHEET
All steps except #8, 9 must also be filled out in the TAG-OUT RECORD SHEET

5. TAG REMOVAL. DANGER and CAUTION tags shall be removed immediately when the situation requiring the tag-outs has been corrected. DANGER tags shall be properly cleared and removed before a system or portion of a system is operationally tested and restored to service.
- a. No tags shall be cleared without the approval of the Authorizing Officer. The Authorizing Officer's approval will be annotated on the Tag-Out Record Sheet.
 - b. The person attaching the tag(s) shall be the ONLY person that removes the tag(s) and submits them for clearance. If the "Repair Activity" block on the tag(s) has a signature, the person attaching the tag(s) must gain concurrence from the repair activity signator prior to removing and/or clearing the tag. In the rare instance that the person is not available, the Commanding Officer may grant the Engineer or Operations Officer permission to clear the tag(s).
 - c. When any component has multiple tags, any DANGER tag takes precedence over all other tags. All DANGER tags must be removed in accordance with this procedure before the equipment is operationally tested or operated.
 - d. Cleared tags shall be immediately delivered to the Authorizing Officer. Utilizing the returned tags, and DANGER/CAUTION Tag-out Record Sheet, the Authorizing Officer shall verify that ALL the tags have been returned by all parties. The date and time cleared shall be entered on the DANGER/CAUTION Tag-Out Index and record of Audits sheet. The Authorizing Officer shall destroy the cleared tags and file the Tag-Out Record Sheet in the inactive section of the Tag-Out Log.
 - e. During clearance of tags a missing tag requires the Authorizing Officer to verify the systems and/or equipment conditions before the equipment is operationally tested or operated.
 - f. When a repair activity requires a tag to be cleared, the repair activity will notify the person who attached the tag, the person attaching the tag will initiate the clearance of the tag.
 - g. Iterative Tag-outs. The Authorizing Officer may designate an individual to act as the on-scene Authorizing Officer for repetitive tag-outs associated with specific iterative tests or maintenance evolutions. This individual could be the work supervisor. Examples of such evolutions include elevator operability testing requiring numerous inspection points and propulsion plant equipment testing requiring iterative adjustments of balance valves, speed limiting governors, over-speed trips, etc., which require repetitive isolations. On-scene administration of such tag-outs will be accomplished as follows:
 - (1) A Tag-Out Record Sheet dedicated to the specific test or maintenance procedure will be prepared. It will include multiple work items for equipment isolation over several iterations. Multiple sets of tags will also be prepared in advance for the isolation corresponding to the multiple work items on it. These actions will be accomplished in accordance with standard tag-out procedures.

- (2) The normal Authorizing Officer will authorize posting tags for the initial isolation using standard tag-out procedures. When clearing and posting tags to support subsequent iterations, the designated on-site Authorizing Officer will sign the Tag-Out Record Sheet and tags at the work site. Tags will be posted and cleared using standard procedures. The normal Authorizing Officer will be informed prior to isolating and “un-isolating” any equipment
- (3) When the last iteration is complete, the normal Authorizing Officer will clear the tag-out record sheet from the tag-out index.

6. LABELS

- a. Labels shall be attached and removed in the same way as tags. The Authorizing Officer authorizes the use of labels by signing the label and the instrument log. A second check is not required. Therefore a second check signature is not required on the label or the instrument log.
- b. Labels shown in Figures 4 and 5, shall be used for installed instruments and indicating systems and for portable test and radiac equipment. They shall be affixed to the exterior surface of the affected instrument so that operators can easily determine the status.
- c. Labels shall be immediately removed when appropriate corrective action has been completed.

7. INSPECTION AND AUDIT OF LOGS

- a. Inspection and Audit. A check of active tags or labels and an audit of the Tag-Out Log shall be conducted as described herein:
 - (1) The cognizant department head is responsible for ensuring that checks and audits of all tag-outs are performed once every two weeks. It is recommended that abbreviated audits also be conducted as part of routine watch relief.
 - (a) All active tags/labels listed in the Tag-Out Log shall be checked as correctly installed by visual comparison of the information on the Tag-Out Record Sheet, Tag-Out Index, and the Instrument Log with the tag/label and on the item on which the tag is posted. When a valve or switch position is prescribed, a visual check that the item is in the tagged position/condition will be made unless removal of a cover, cap, or closure is required. No operation of a valve or switch is authorized as part of a routine tag-out audit.
 - (b) Authorizing Officer’s should perform a spot check of installed tags to ensure that tags so checked are effective, that is, covered by an active Tag-Out Log entry, and take corrective action.

- 7.a. (c) A missing or damaged tag shall be replaced by annotating the DANGER/CAUTION Tag-Out Record Sheet that the tag is missing or damaged. The annotation shall be made in the "Clearance/Position Condition" column, on the line corresponding to the tag number. A new tag shall be issued using the next sequential number available on the DANGER/CAUTION Tag-Out Record Sheet.
- (2) The individual(s) conducting audits on the individual DANGER/CAUTION Tag-Out Record Sheet shall sign and date below the last entry, noting any discrepancies. After all DANGER/CAUTION Tag-Out Record Sheets have been audited, the individual responsible for the Tag-Out Log shall sign and date the DANGER/CAUTION Tag-Out Index and Record of Audits Sheet and note the number of active tags.
- (3) Completed inactive Record Sheets shall be retained for six months.
- (4) The tag numbering shall start on 1 OCT of each year at number (E/O)-001.

8. PREVENTIVE MAINTENANCE SYSTEM (PMS) TAG-OUT PROCEDURES.

- a. PURPOSE. The purpose of this portion of the Equipment Tag-Out instruction is to provide optional procedures for use when accomplishing certain designated PMS maintenance. This optional procedure may be used in lieu of the procedures outlined in paragraph 4 of this instruction.
- b. INFORMATION.
- (1) Procedures prescribed herein apply only to those PMS maintenance actions specifically authorized by the department head and approved by the Commanding Officer as indicated on the Tag Guide List (TGL). Specifically excluded from those procedures are PMS actions which require participation of two or more divisions and those requiring more than one working day for completion. In these cases the tag-out procedures described in paragraph 4 will be used.

8. c. DEFINITIONS. As used in the PMS Tag-Out procedures, the following definitions apply:

- (1) DANGER TAG. Figure 3, shows the DANGER tag. This tag is RED. It prohibits operation of equipment that could jeopardize safety of personnel or endanger equipment, systems, or components. Under no circumstances will equipment be operated when tagged with Danger tags. Laminated DANGER tags, intended for repeated use, are authorized only for designated PMS maintenance actions addressed in this instruction. These laminated tags shall be serialized by department and marked for PMS only.
- (2) TAG GUIDE LIST (TGL). Figure 9, Optional Form. This card, similar in size to a PMS Maintenance Procedure Card (MPC), contains the information necessary to properly and effectively place tags to prevent improper operation when a system or portion of a system, equipment or a component is isolated, for the accomplishment of required (PMS). A (TGL) contains the number of tags required for the tag-out, the location of each tag, the position of the tagged item (open, shut, off, on, etc.) and the permission and notification requirements for the maintenance and tag-out action.
- (3) PMS DANGER TAG RECORD. This record, maintained in the same location as the equipment Tag-Out Log will be a notebook in which the issue of laminated red tags used for designated PMS maintenance actions will be recorded. At the top of the first page, the number of laminated DANGER tags issued to the department will be noted for inventory purposes. Additionally, the record will have provisions for recording: (1) The tag serial number(s) issued, (2) date of issue, (3) the MPC for which the tag was issued, (4) name of person to whom tag was issued, and (5) date and time returned. A copy of PMS Tag-Out Procedures and any amplifying instructions shall be a part of the Department PMS Danger Tag Record.

8. d. TAG GUIDE LIST (TGL) PREPARATION.

- (1) INITIAL PREPARATION. Preparation of the TGL is a vital element of the PMS Tag-Out procedure. Accordingly, extreme care must be exercised in TGL preparation to insure that sufficient tags are included to completely isolate the section of piping or circuit being worked on or to prevent operation of the system or component from all stations which could exercise control. System diagrams or circuit schematics shall be used to determine the adequacy of tag-out actions in preparing the TGL. Equal care must be given to ensuring that permission and notification actions indicated on the TGL are consistent with sound safety and sound management practices.
- (2) The TGL are prepared by Division Supervisors, reviewed independently by the Division Officers and Department Heads, and approved by the Commanding Officer prior to use.

Permission is required by the Engineering Officer of the Watch/Engineering Duty Officer for tag-out of main propulsion equipment. OOD permission is required for systems under the OOD cognizance.

- e. PROCEDURES. The procedures set forth in this paragraph apply only to designated (PMS) maintenance action. When a requirement for PMS maintenance has been identified, and a Tag Guide List (TGL) has been prepared and approved by the Commanding Officer, the following procedures will be followed:
- (1) When a PMS maintenance action is to be performed, the person performing the PMS will obtain permission from an Authorizing Officer, who will coordinate the work with the Engineering Officer of the Watch.
 - (2) The Authorizing Officer will issue the appropriate number of tags to the maintenance person and record the issue in the Department PMS Danger Tag Record.
 - (3) Using grease pencil, the maintenance person will fill in the appropriate data on the tag: (SYSTEM/COMPONENT/IDENTIFICATION, DATE, TIME, POSITION, OR CONDITION OF ITEM TAGGED), position the tagged items as specified on the TGL, affix the tags, and sign the tags.

- 8.e.
- (4) A second person will independently check the tag-out action for compliance with the TGL and, if satisfied, sign the tags.
 - (5) The maintenance person will then perform the maintenance action. If the MPC is applicable to several items, and those actions are consecutively scheduled, the tag-out process will be repeated for each separate maintenance action.
 - (6) If the maintenance action requires an operational test of the equipment, either during the maintenance action or upon completion of it, the DANGER tags will be removed and retained by the person performing the PMS maintenance action and tag-out action. If the tags are to be reinstalled upon completion of the operational test, a qualified witness must recertify that the position of the isolation component(s) and the placement of the tags are in accordance with the TGL. The TGL will state if permission is required to conduct the test. Upon completion of an operational test, maintenance personnel are not authorized to reinstall tags for the purpose of accomplishing other maintenance actions without performing a new tag-out, unless specifically approved otherwise on the TGL.
 - (7) Upon completion of the maintenance action, the maintenance person will restore the equipment to its normal or desired condition, and return the tags to the Authorizing Officer.
 - (8) The Authorizing Officer shall record the return of the tags in the PMS Danger Tag Record by lining out and initialing the tag issue entry.
- f. ENFORCEMENT. The following procedures apply to PMS Danger Tag Record audits:
- (1) The Department Head is responsible for ensuring a daily inventory of all Department PMS tags by serial number.

NAVSHIPS 9890/10 (REV.7-67)

INSTRUMENT LOG

(Formerly NAVSHIPS 5011-N/S-0105-642-0100)

LABEL CONDITION CODE AND NO.	DATE/TIME LABELED.	INSTRUMENT NAME OR NUMBER	CONDITION AND/OR CORRECTION FACTOR	AUTHORIZED/BY (SIGNATURE)	ATTACHED BY INITIALS	WORK NECESSARY TO CLEAR	DATE/TIME CLEARED	CLEARANCE AUTHORIZED BY (SIGNATURE)	LABEL REMOVED BY (INITIALS)

LABEL CONDITION CODE OCC - OUT OF COMMISSION
CAL - OUT OF CALIBRATION

LINE OUT COMPLETE ENTRIES

TAG GUIDE LIST

OPNAV 4790/107 (10-80) SIN 0107-LF-047-9546

NUMBER OF TAGS PER EQUIP

MIP & MRC NO. _____

EQUIPMENT _____

NOTIFICATION DATA

COLD IRON

INPORT STEAMING

UNDERWAY

AMPLIFICATION DATA

POSITION OF TAGGED ITEM

LOCATION OF SWITCH/VALVE

SERIAL NO. SWITCH/VALVE

EQUIPMENT SERIAL NO.

VERIFICATION/APPROVAL SIGNATURES

DIV OFF

DEPT HEAD

CO

WCS

U.S. Department
of Transportation

**United States
Coast Guard**

2100 Second St., S.W.
Washington, D.C. 20593

Official Business
Penalty for Private Use \$300