



Tagging Out Equipment 3.G.01

Learning Objective(s): **EXPLAIN** the function and purpose of the different types of Tag Identifiers.

Why You Need to Know This

Every year serious injuries and deaths occur in America when workers are repairing or servicing equipment which becomes accidentally activated. This equipment can be activated by automatic controls, timers, malfunctioning controls or other workers who are not aware that the equipment is being serviced. The preferred method of isolating equipment from energy or power sources is to physically lock the controls in the "off" position. In some cases, this locking procedure is not possible; therefore, warning tags must be placed on the controls while the machine is being serviced. The goal of the **Coast Guard's Tag Out Program** is prevent these types of accidents, commonly called mishaps, by providing practical and useful safety guidelines to achieve a safer work environment.

This lesson will provide you with the information you will need to know in regards to the Coast Guard's Tag-Out Program.

Topics Covered

This section will cover the following topics:

- Tag-Out Program Purpose
- Types of Identifiers
 - Danger tag
 - Caution tag
 - Out of commission
 - Out of calibration
- Actions you should take if you come across a tag
- Authorizing Officer/Petty Officer

At the end of this lesson you will be required to participate in a learning activity. You are encouraged to first review the learning activity and the sign off requirements located in the "**You and Your Supervisor**" section of this lesson. Reviewing this information before you begin the lesson will allow you to take proper notes and focus on key learning points.

Tag-Out Program Purpose

The Coast Guard's Tag-Out Program is in place to minimize (if not eliminate) most preventable accidents. Before its existence, a staggering number of personnel suffered injuries or death and untold millions of dollars were lost in equipment damage. The Coast Guard Tag-Out Program is designed to:

- Prevent injuries to personnel
- Prevent damage to equipment
- Prevent improper operation when a component, equipment, system, or portion of a system is isolated or in an abnormal condition
- Provide procedures to be used when an instrument is unreliable or is not in a normal operating condition

The procedures presented in this section apply to **Coast Guard cutters and boats** when:

- The system or equipment is isolated or in abnormal condition because of preventative maintenance or a casualty
- Safety devices such as locking devices, seals, or blank flanges are installed for testing, maintenance, or casualty
- Instrumentation is unreliable or is not in normal operation condition

Shore units follow Occupational Safety and Health Administration (OSHA) requirements. Tag-out logs must be maintained and fall under the cognizance of the Engineer Officer, regardless of which division maintains the log.

Most small cutters and station small boats have one tag-out log maintained by the Engineering Department. Large cutters and boats have two Tag-out logs; one maintained by the Electrician Mates for the Engineering Department and one maintained by the Electronic Technicians for the Operations Department.

Types of Identifiers

Two types of tags and labels are used on the equipment. The specific function of each listed below:

- **Tags**
 - Danger Tag
 - Caution Tag
- **Labels**
 - Out of Commission (OOC) Label
 - Out of Calibration Label

Danger Tag

The **Danger Tag** is red in color. It prohibits operation of equipment that could jeopardize safety of personnel or endanger equipment, systems, or components.



Equipment tagged with Danger tags must **NOT** be operated under **ANY** circumstances.

NOTE: Laminated DANGER Tags, intended for repeated use, are authorized only for designated PMS maintenance actions. Refer to COMDTINST 9077.1C, Tag-out Procedures for further information.

Caution Tag

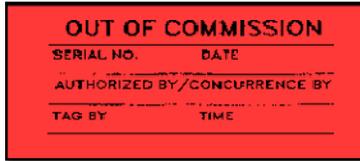
The **Caution Tag** is yellow in color. It is used to provide temporary special instructions or indicate that unusual caution must be exercised to operate a particular piece of equipment. These instructions must state the specific reason why the tag was installed and give temporary precautions or procedures that must be adhered to when operating equipment.



A Caution tag is not to be used if personnel or equipment can be endangered while performing evolutions using normal operating procedures. Under these circumstances, a **DANGER** tag is used. Very few situations warrant the use of the Caution tag.

Out of Commission Label

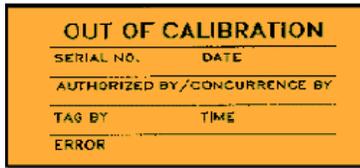
The **Out-of-Commission label** is red. It is used to identify instruments that will not correctly indicate parameters, because the instruments are either defective or isolated from the system.



This label indicates that the instrument is unreliable and must be repaired and recalibrated, or must be reconnected to the system before use. Equipment/instruments with the Out-of-Commission label are **NOT** to be used.

Out of Calibration Label

The **Out-of-Calibration Label** is orange in color. It is used to identify instruments that are out of calibration and will not accurately indicate parameters.



This label is to be used only when the error is known and is the same throughout the range of measurement. The error to be compensated for must be on the label.

Function of Tags/Labels

The following table depicts how the tags or labels are used and if the component can be operated when tagged:

<i>Tag/Label</i>	<i>Color</i>	<i>Function</i>	<i>Operate the Component?</i>
Danger	Red	Prevents equipment from being energized.	No
Caution	Yellow	Provides temporary precautionary instructions.	Yes
Out-of-Commission	Red	Indicates instruments that are not to be used, as they do not correctly indicate parameters.	No
Out-of-Calibration	Orange	Indicates instruments out of calibration and showing a consistent error.	Yes

Actions to be Taken

Caution should always be used when working around electrical

circuits and equipment. The potential for electric shock should never be underestimated.

When a member comes across a piece of equipment with a tag or label attached, they should first **READ THE TAG OR LABEL THOUROUGHLY**. The tag must identify the specific piece of equipment, circuit, or instrument affected. In addition, it must indicate who:

- Authorized the tag or label
 - Attached the tag or label
 - Checked the tag or label
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Authorizing Officer/Petty Officer

Commanding officers must designate in writing those officers and petty officers who will serve as **Authorizing Officers** for the equipment tag-out program.

The Authorizing Officer is responsible for ensuring that persons assigned to tag-out equipment are qualified to perform those duties in accordance with the Equipment Tag-out Procedure.

Note: If an unsafe condition exists or if a piece of equipment is broken or unsafe to operate, the authorizing officer should be contacted **IMMEDIATELY** to ensure that all tag-out procedures are followed.

Learning Activity



To successfully complete this requirement you will need to meet with one of your unit's Tag-Out Program Authorizing Officers and locate one of the four identification tags or labels presented in this lesson and discuss its contents.

For You and Your Supervisor

In order to meet the sign-off requirement for this lesson **YOU** must perform the following:

1. Prior to meeting with one of your unit's Authorizing Officers, review the contents of this lesson.
2. Locate one of the four identification tags or labels discussed and identify the following:
 - What piece of equipment, circuit or instrument is tagged or labeled?
 - Who attached it?
 - Who authorized it?
 - Who checked it?

Note: If a tag or label is currently not in use, the Authorizing Official will discuss tag-out procedures in more detail, demonstrating use of actual tags/labels.

Before signing off on this requirement your unit **AUTHORIZING OFFICER** must:

1. Make sure the member has located at least one tag or label and has identified the four pieces of information requested above (if a tag or label is currently not in use, the Authorizing Official will discuss this topic and relevant safety procedures in more detail).
2. Provide the member with corrective feedback and answer any questions they may have related to this topic.
3. Sign off the check-off sheet on the Record of Enlisted Professional Military Education (E-PME) Performance Requirements.

References

The references used to develop this lesson can be found at CG Directives (CG-612), www.uscg.mil/directives:

- Equipment Tag-out Procedure, COMDTINST 9077.1(series)

The following references can be found online:

- [Title 29 Code of Federal Regulations \(CFR\) Part 1910.147](#)
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