

Standard Operating Procedure

Title: Tag Out Procedure

VD-035	Out Of Order Tag
VD-030	Do Not Operate
MAN-125	Permit to Work

EHS Statement

“Do Not Operate” or “Out of Order” tags are to be fitted by personnel performing isolations in ANY and ALL situations where the isolation of a service or device is required in order to protect against physical, mechanical, electrical, chemical, or otherwise harmful substances, processes or events.

Where padlocks are not used, “Do Not Operate” and “Out of Order” tags are a procedural control and are therefore only as effective as the respect they are given. Anyone ignoring tags, or removing another’s tag without the correct authorisation may be putting lives in danger – and could be summarily dismissed from the Company.

Table of Contents

1. Circumstances where “Do Not Operate” Tags should be used.....	2
2. Method	2
3. Circumstances where “Out of Order” Tags should be used.....	4
4. Method	4
5. Summary of Changes	4

Procedure

1. Circumstances where “Do Not Operate” Tags should be used

“DO NOT OPERATE” TAGS are to be placed on equipment which is:

- a) To be isolated for any reason and shall be attached to the ISOLATING DEVICE(S). The correct use of “Do Not Operate” (**VD-030**) tags will ensure the safety of both the personnel and the equipment.
- b) One “Do Not Operate” Tag is required FOR EACH PERSON who is working on the isolated equipment, process or device, ie if the work requires 3 people there will be 3 tags attached to the isolating device(s).
- c) Padlocks and Locking Devices shall accompany “Do Not Operate” tags when the isolation is Electrical.

2. Method

- 2.1. If a machine must be shut down and taken off line due to a safety or other high priority problem, then it should be stopped, isolated at the main switch/valve and by the initiator immediately – DO NOT wait for a tradesperson. Upon hand over to Maintenance, the tradesperson shall place their own tags and the initiator will then remove theirs. The changeover of tags MUST be performed with both people present so the machine IS NOT left untagged at any time.

If the machine is being isolated for routine work to be performed, then the machine is to be isolated by the maintenance tradesperson after hand over from Production.