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SME: Craig Crabtree	Writer: Eric Hamilton	

### Level 2 Administrative Procedure

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0	Revision/Periodic Review: Updated throughout for SOCCo branding; updated DOE Order 422.1, Admin Chg 1, <i>Conduct of Operations</i> to DOE Order 422.1, Admin Chg 4, <i>Conduct of Operations</i> ; updated FAM; deleted Source References section and combined references under new <i>Appendix A, Source References and Regulatory Requirements</i> ; updated Attachment A, <i>Facility Authorization Log</i> ; made editorial/grammatical changes, as needed.	All

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## 1.0 PURPOSE

**1.1** This procedure has been developed to implement applicable tagging requirements from the following:

- 29 Code of Federal Regulations (CFR) 1910.145, *Specification for Accident Prevention Signs and Tags*
- 29 CFR 1926.200, *Accident Prevention Signs and Tags*
- Department of Energy (DOE) Order 422.1, *Conduct of Operations*

## 2.0 SCOPE AND APPLICABILITY

- 2.1** The scope of this Level 2 procedure is proper application of “Caution” and “Warning” Accident Prevention/Equipment Control Tags to alert personnel to temporary hazards involving installation, operations, maintenance, repair, or other transient conditions.
- 2.2** This procedure provides instructions for the use of Accident Prevention/Equipment Control Tags to consistently integrate accident prevention and equipment control information through the use of a tagging program, as a means to alert personnel to temporary hazards involving installation, operations, maintenance, repair, or other transient conditions.
- 2.3** This procedure applies to all Southern Ohio Cleanup Company LLC (SOCCo) personnel, contracted labor resource personnel, and contractors/subcontractors at the Portsmouth Gaseous Diffusion Plant (PORTS) performing activities that involve application of Accident Prevention/Equipment Control Tags.

### Exclusion:

- 2.4** Use of DND-OS-PRO-00068, Appendix D, *Danger Do Not Operate Tag, (Lockout/Tagout)*, for the protection of personnel from hazardous electrical, mechanical, hydraulic, pneumatic, chemical, thermal, kinetic, or other energy sources associated with the Lockout/Tagout (LOTO) program is described in DND-OS-PRO-00068, *Instructions for Lockout/Tagout*.

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#### **NOTE**

Tags are not considered to be a Controlled Document (not a record) and do not require an DND form number on them.

Tags that are currently in use (filled out and installed) are considered to be “grandfathered” provided that they have the same basic content/information (general categories) as is required by this procedure. If they do not, then they must be replaced with new tags.

Some older warning tags may state that they cannot be used for installed equipment. These types of older warnings tags that are currently on site but have not been used (not filled out or installed) and which otherwise meet the requirements of this procedure may be used as needed. Once those types have been used only tags with wording similar to those in Appendix C, *Warning – “Defective Equipment” Tag*, may be used.

### **3.0 GENERAL INFORMATION**

- 3.1** Accident Prevention/Equipment Control Tags are used as a means to warn personnel about potential injury or illness to employees and to provide necessary information or special instructions pertaining to the operation or maintenance of equipment.
- 3.2** Accident Prevention/Equipment Control Tags are a temporary method of warning of a hazardous condition, defective or damaged equipment, etc. However, Accident Prevention Tags/Equipment Control Tags must not be used as a substitute for accident prevention signs.
- 3.3** The designs of accident prevention tags will be the same as accident prevention signs. Guidance for signage is contained in DND-OS-PRO-00029, *Construction and Work Zone Barricades and Signs*.
- 3.4** Accident Prevention Tags are not considered the final step to be taken against hazards. Hazards are to be eliminated whenever possible. The tags shall be removed or covered promptly when the hazards no longer exist or are controlled.
- 3.5** Use of Accident Prevention/Equipment Control Tags is governed by Occupational Safety and Health Administration (OSHA) regulation 29 CFR 1910.145 and 29 CFR 1926.200.
- 3.6** In major hazard situations where an immediate hazard presents a threat of death or serious injury to employees, establish controls in accordance with DND-OS-PRO-00028, *Work Stoppage Due to Environmental, Safety, Health and Quality Concerns*.
- 3.7** Accident Prevention and Equipment Controls Tags provided for under this procedure include:
  - Caution “Special Instructions” Tag, referred to as “Caution Tag” in this procedure. See Appendix B, *Caution “Special Instructions” Tag*, for an example.
    - Caution tags shall be used in situations where non-immediate or potential hazards exist and require special instructions for use.

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- Caution tags used solely for equipment protection or operational control should be restricted to situations where a component or system is functional, but some precaution or item(s) of information is necessary prior to operation.
- Warning – “Defective Equipment” Tag, referred to as “Warning Tag” in this procedure. See Appendix C for an example.
  - Warning Tags may be used to represent a hazard level between “Caution” and “Danger” instead of the required “Caution” tag provided that they have a signal word of “Warning”, an appropriate major message, and otherwise meet the general tag criteria.
- The following applicable adhesive equivalents may be used in place of the aforementioned tags where necessary:
  - Caution – “Special Instructions” Tag (Adhesive). See Appendix D, *Caution Special Instructions (Adhesive)*, for an example.
  - Warning – “Defective Equipment” (Adhesive). See Appendix E, *Warning – Defective Equipment (Adhesive)*, for an example.

**3.8** DND-OS-PRO-00068 and this procedure may work together, but **NOT** in place of the other.

#### **4.0 USE REFERENCES**

- A.** DND-BS-PRO-00061, *Document Control Process*
- B.** DND-BS-PRO-00062, *Records Management Process*
- C.** DND-NSE-PRO-00141, *Facility Management*
- D.** DND-OS-PRO-00028, *Work Stoppage Due to Environmental, Safety, Health and Quality Concerns*
- E.** DND-OS-PRO-00029, *Construction and Work Zone Barricades and Signs*
- F.** DND-OS-PRO-00068, *Instructions for Lockout/Tagout*
- G.** DND-WPC-PRO-00001, *Requesting Work*

#### **5.0 RESPONSIBILITIES**

##### **5.1 Issuing Authority (IA)**

- 5.1.1** Approves the need for tags and determines appropriate tag(s), control point(s), and special controls if applicable (e.g., locks, barricades, signs, and attendant).
- 5.1.2** Ensures tags comply with facility procedures and safety basis requirements.

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- 5.1.3 Directs designated employees to isolate or position control points (if necessary) and apply/remove tags.

## 5.2 Facility Manager (FM)

- 5.2.1 Designates the person(s) authorized to perform the duties of the IA.
- 5.2.2 Ensures facility hazards are effectively controlled through corrective action, physical controls, or other means.
- 5.2.3 Designates the location to maintain the Facility Authorization Logs (FAL), DND-OS-PRO-00004-F02, *Facility Authorization Log*.

## 5.3 Supervisor

- 5.3.1 Ensures employees understand the intent and meaning of tags and applicable special precautions when tags are applied within work areas.
- 5.3.2 Ensures employees complete required training to support proper implementation of this procedure.

## 5.4 Employee

- 5.4.1 Observes and follows Accident Prevention/Equipment Control Tag signal word, major message, and any special conditions/instructions as noted.
- 5.4.2 Implements requirements of this procedure to ensure identification of workplace hazards and proper use of Accident Prevention/Equipment Control Tag(s).
- 5.4.3 Completes required training to support proper implementation of this procedure.

## 5.5 Training Professional

- 5.5.1 Develops/conducts training for Accident Prevention/Equipment Control Tags.
- 5.5.2 Maintains employee training records.

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## 6.0 ACTIONS

### 6.1 Training

#### FM

- 6.1.1** Document position titles and personnel who are designated/authorized to perform the duties of the IA.

#### Training Professional

- 6.1.2** Administer training for Accident Prevention/Equipment Control Tags in accordance with SOCCo training requirements, policies, and procedures to include:

- The purpose of color codes
- The purpose of the tags versus signs
- The types of tags
- The use of tags
- The meanings of messages on tags
- The special precautions made necessary by messages on the tags

- 6.1.3** Ensure training material related to Accident Prevention/Equipment Control Tags is developed and revised, as necessary, with assistance from Occupational Safety Health (OS&H).

#### Supervisor

- 6.1.4** **WHEN** tags are applied within work areas, **THEN** direct employees to comply with the tags and special precautions when applicable.

- 6.1.5** Direct employees to complete required training on Accident Prevention/Equipment Control Tags.

### 6.2 Tag Application

#### Employee

- 6.2.1** Use the following practices when applying Accident Prevention/Equipment Control Tags:

- A.** Attach Accident Prevention/Equipment Control Tags as close as possible to the hazard or equipment control point (e.g., operating switch, disconnect or power source, and motor circuit breaker).
- B.** Affix tags by positive means such as wire or plastic ties where feasible.

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- C.** Utilize an indelible marker to notate appropriate wording on tags, as necessary, and especially in outdoor locations ensuring that writing is legible.
- D.** Use adhesive tags only when regular tags cannot be used.
- E.** Apply tags based on identified hazardous conditions, equipment, or operations.
- F.** Apply tags in readily visible control locations to prevent inadvertent equipment use, **NOT** in unnecessary locations such as locations where other means of protection/equipment control are being used (signs, posted guard railing, etc.).
- G.** Apply tags in a manner that does not obscure equipment indication or controls while remaining readily apparent to operators.
- H.** Report all hazardous or potentially hazardous conditions, equipment, or operations that may require Accident Prevention/Equipment Control Tag(s) to the FM or Supervisor.
- I.** Implement appropriate compensatory measures such as initiation of Stop Work Authority according to DND-OS-PRO-00028 to prevent use of potentially hazardous equipment until a proper Accident Prevention/Equipment Control Tag can be hung.
- J.** **IF** Stop Work Authority is initiated, **THEN** maintain care, custody, and control of the area, equipment, or operation until the FM or Supervisor implements compensatory measures to ensure accident prevention and equipment protection with the assistance of OS&H or Subject Matter Expert(s) (SMEs).

**NOTE**

The Warning Tag must NOT be removed until defective or damaged equipment is repaired and inspected/tested to ensure it is safe to use by the appropriate department or until the defective or damaged equipment is removed from service and destroyed.

- K.** Attach the Warning Tag onto defective or damaged equipment according to this procedure, remove from service, and do NOT use defective or damaged equipment.

**IA**

- 6.2.2** Assess the need for applying Accident Prevention/Equipment Control Tags and/or special controls, as applicable (e.g., locks, barricades, signs, or attendant).



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- 6.2.3 Assess other engineering and administrative controls that may be appropriate in lieu of the Accident Prevention/Equipment Control Tags including the need for Lockout/Tagout according to DND-OS-PRO-00068.
- 6.2.4 Select the appropriate tag(s) needed using Appendix F, *Type and Use of Accident Prevention/Equipment Control Tags*.
- 6.2.5 Maintain DND-OS-PRO-00014-F02 for Accident Prevention/Equipment Control Tags according to Appendix G, *Facility Authorization Log (FAL) Instructions*.
- 6.2.6 Complete/affix the tag(s) and notify the affected FM and Supervisor, or provide completed tag(s) to Supervisor for placement.

#### Supervisor

- 6.2.7 **IF** not an IA, **THEN** notify a designated IA of the condition(s) requiring a tag.
- 6.2.8 Direct qualified employee(s) to isolate or position control points, as necessary.
- 6.2.9 Assign personnel to affix Accident Prevention/Equipment Control Tags as needed.
- 6.2.10 Ensure affixed tags are placed in readily apparent locations and do not obscure equipment indication or controls.
- 6.2.11 **IF** repairs are required, **THEN** initiate a request to have repairs performed according to DND-WPC-PRO-00001, *Requesting Work*.
- 6.2.12 Notify the IA when control points have been isolated and/or positioned and tags have been applied.
- 6.2.13 Request assistance from OS&H or SMEs to provide guidance on compensatory protective measures and ensure all hazards have been abated or controlled before removing Accident Prevention/Equipment Control Tags.

#### IA

- 6.2.14 **IF** completed tag(s) were provided to a Supervisor for placement, **THEN** verify proper placement occurred.
- 6.2.15 Enter and track Accident Prevention/Equipment Control Tag(s) according to Appendix G and DND-OS-PRO-00014-F02.
- 6.2.16 Notify the affected FM and Supervisor that equipment has been properly tagged.

#### Employee

- 6.2.17 **IF** directed by IA or Supervisor, **THEN** affix completed Accident Prevention/Equipment Control Tag(s) to equipment, device, or part; and indicate date, time, and initials on appropriate log section of DND-OS-PRO-00014-F02 maintained by the IA.

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**6.2.18** IF a tag is illegible, has fallen off equipment, or is obsolete, **THEN** inform the IA or Supervisor to obtain a replacement.

### **6.3 Tag Removal**

#### **Supervisor**

- 6.3.1** Confer with OS&H Professional or SMEs, as needed, to ensure hazards have been abated or controlled and equipment is in safe working order.
- 6.3.2** **WHEN** special controls are no longer required or repairs have been completed, **THEN** notify the IA to obtain authorization to remove tag(s).

#### **IA**

- 6.3.3** Authorize tag removal by signing the appropriate log section of DND-OS-PRO-00014-F02.

#### **Supervisor**

- 6.3.4** Remove tag(s) or ensure tags are removed.
- 6.3.5** **WHEN** removing an Accident Prevention/Equipment Control Tag(s), **THEN** ensure employee(s) indicate(s) date and time, and initial(s) the appropriate log section of DND-OS-PRO-00014-F02 maintained by the IA.
- 6.3.6** Destroy tag(s).
- 6.3.7** Notify the IA that tag(s) have been removed.

#### **Employee**

- 6.3.8** **IF** directed by IA or Supervisor, **THEN** remove Accident Prevention/Equipment Control Tag(s) from equipment, device, or part and date and initial appropriate log section of DND-OS-PRO-00014-F02 maintained by the IA.

#### **IA**

- 6.3.9** Complete DND-OS-PRO-00014-F02 when notified that tag(s) have been removed.

### **6.4 Facility Authorization Log Review**

#### **FM**

Perform semi-annually the following (or delegate to IA):

- A.** Review DND-OS-PRO-00014-F02.
- B.** Verify active tags that are  $\geq 90$  days old are still legible, in good physical condition, and securely attached at assigned location(s).

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- C. Review periodically tags that have been issued, and determine if the accident prevention/equipment controls are still necessary.
  - **IF** the controls are no longer necessary, **THEN** remove the tag(s) according to Subsection 6.3, *Tag Removal*.
- D. Document completion of the semi-annual FAL review on DND-OS-PRO-00014-F02 indicating the date, time, and initials of the IA, at a minimum.

## 7.0 RECORDS

### 7.1 Records Generated

- A. FAL data (including DND-OS-PRO-00014-F02, *Facility Authorization Log*)
- B. Training records

### 7.2 Requirements

Records generated or received as a result of performing this procedure shall be managed according to DND-BS-PRO-00062, *Records Management Process*.

## 8.0 DEFINITIONS/ACRONYMS

### 8.1 Definitions

- A. **Care, Custody, and Control** – The following are examples of care, custody, and control:
  - An employee finds a damaged nylon sling. Employee retains the damaged nylon sling in his/her possession until supervision is notified and the sling is tagged out or destroyed.
  - An employee finds a damaged chair in an office. Employee locks the chair in a secure area (placed under control), exercises Stop Work Authority or uses some other means to prevent the use of the chair until Supervision is notified and the chair is tagged with an Accident Prevention/Equipment Control Tag.
- B. **Caution Tag** – Caution “Special Instructions” Tag (or adhesive equivalent Caution “Special Instructions” Tag [Adhesive]). A yellow and black tag used to represent the “Caution Safety Hazard Level” for accident prevention. Provides information and special instructions concerning the operation, condition, status, etc., of permanently installed and portable systems/equipment where a component or system is functional, but some precaution or items(s) of information is necessary prior to operation.
- C. **Control Point** – Any valve, electrical disconnect, switch, etc., that isolates or inhibits the operation of a piece of equipment/system. The status of the control point (device and device status) shall be as stated on the applicable tag.

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- D. Designee** – For the purposes of this procedure, an employee designated by the IA to fulfill his/her responsibilities and/or actions such as positioning controls and affixing/removing tags. A qualified designee has the training and skills required to perform the described responsibilities and/or actions.

**NOTE**

The terms “Facility” and “Facility Manager” in this procedure are best defined in DND-NSE-PRO-00141, *Facility Management*. The definitions used below for these terms are paraphrased to apply primarily to accident prevention/equipment control applications. Should conflicts arise over terminology, the definitions contained in DND-NSE-PRO-00141 shall apply.

- E. Facility** – Buildings and other structures, their functional systems and equipment, and other fixed systems and equipment installed therein.
- F. Facility Authorization Log (FAL)** – DND-OS-PRO-00014-F02. Log maintained by the responsible IA to document and track Accident Prevention/Equipment Control Tag information.
- G. Facility Manager (FM)** – The individual who has overall responsibility for operation and activities within the facility, administration of the facility, and the condition of the facility according to DND-NSE-PRO-00141.
- H. Issuing Authority (IA)** – An individual (cognizant facility person) with operating or designated jurisdiction over a system or equipment who is authorized to issue Accident Prevention/Equipment Control Tags. The IA shall have a working knowledge of the facility and understand the known and potential hazards and their consequences involved within the facility. The Plant Shift Superintendent (PSS)/Operations Supervisor may serve as IA on off-shifts, weekends, holidays, or during emergency situations.
- I. Major Message** – That portion of a tag’s inscription that is more specific than the **signal** word and that indicates the specific hazardous condition or the instruction to be communicated to the employee.
- J. Signal Word (“Caution” or “Warning”)** – That portion of a tag's inscription that contains the word or words that are intended to capture the employee's immediate attention.
- K. Subject Matter Expert (SME)** — A person assigned to a system, program, project, discipline, equipment, or other topic who has comprehensive knowledge and relevant expertise based on qualification, training, experience, and/or education. Their responsibilities include serving as the authority for development and/or interpretation of Performance Documents within their Subject Matter Area.
- L. Tag** – A device usually made of cardboard, paper, pasteboard, and plastic or other material to identify a temporary hazardous condition.

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- M. Warning Tag** – Warning – “Defective Equipment” (or adhesive equivalent Warning – “Defective Equipment” [Adhesive]). An orange and black tag used to eliminate potential or serious safety hazard(s) by removing defective equipment from service. Normally used for portable equipment/parts and may be used on permanently installed systems/equipment.

## 8.2 Acronyms

- A. CFR** – Code of Federal Regulations
- B. DOE** – Department of Energy
- C. FAL** – Facility Authorization Log
- D. FM** – Facility Manager
- E. IA** – Issuing Authority
- F. LOTO** – Lock Out Tag Out
- G. OSHA** – Occupational Safety and Health Administration
- H. PORTS** – Portsmouth Gaseous Diffusion Plant
- I. SME** – Subject Matter Expert
- J. SOCCo** – Southern Ohio Cleanup Company LLC

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**Appendix A**  
**SOURCE REFERENCES AND REGULATORY REQUIREMENTS**

1. 29 CFR 1910.145, *Specifications for Accident Prevention Signs and Tags*
2. 29 CFR 1926.200, *Accident Prevention Signs and Tags*
3. ASME NQA-1, *Quality Assurance Requirements for Nuclear Facility Applications*, 2008/2009
4. DOE Order 422.1, Admin Chg 4, *Conduct of Operations*

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**Appendix B**  
**CAUTION “SPECIAL INSTRUCTIONS” TAG**

The image displays two views of a yellow caution tag. The left view shows the front of the tag, which features a large black rectangular box containing the word "CAUTION" in white, bold, capital letters. To the right of this box, the words "Special Instructions" are written vertically in black text. The right view shows the back of the tag, which has a black rectangular box at the top containing the word "CAUTION" in white, bold, capital letters. Below this box, there is a form with the following fields: "Equipment/System (Name/ID No.):", "Device:", "Device Status:", "Special Instructions:", "Approved By:", "(Issuing Authority Signature) (GROUP)", "Date Installed:", and "Tag No.:". Each field is followed by a horizontal line for text entry. A large, diagonal watermark reading "Example" is overlaid across the entire form.

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**Appendix C**  
**WARNING – “DEFECTIVE EQUIPMENT” TAG**





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**Appendix D**  
**CAUTION SPECIAL INSTRUCTIONS (ADHESIVE)**

**CAUTION**

**SPECIAL INSTRUCTIONS**

Equipment/System \_\_\_\_\_

Device/Status \_\_\_\_\_

Special Instructions \_\_\_\_\_

Tag # \_\_\_\_\_ Date \_\_\_\_\_

IA Initials \_\_\_\_\_ Group No. \_\_\_\_\_

EXAMPLE

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**Appendix E**  
**WARNING – DEFECTIVE EQUIPMENT (ADHESIVE)**



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## Appendix F TYPE AND USE OF ACCIDENT PREVENTION/EQUIPMENT CONTROL TAGS

Adhesive tags shall NOT be used where regular tags can be affixed.

Accident Prevention/Equipment Control Tags shall be used as follows:

### NOTE

Warning and Caution tags shall **NOT** be used to protect personnel from hazardous electrical, mechanical, hydraulic, pneumatic, chemical, thermal or other energy sources.

- A. **Warning – “Defective Equipment”** - An orange and black tag used to eliminate potential or serious safety hazard(s) by removing defective or damaged equipment from service. Normally used for portable equipment/parts and may be used on permanently installed systems/equipment.

**Warning – “Defective Equipment”** - Applies to, but is **NOT** limited to, the following:

- Mobile equipment
- Portable equipment
- Hand tools
- Personal Protective Equipment
- Chains, Slings, and Tie-down Straps
- Furniture
- Scaffolds and Portable Ladders
- Equipment/parts and fixtures
- Equipment which is out of service for repair

- B. **Caution “Special Instructions” Tag** - A yellow and black tag used for equipment control in minor hazard situations where a non-immediate or potential hazard or unsafe practice presents a lesser threat of employee injury or where a component or system is functional but some precaution or item(s) of information is necessary prior to operation.

- 1) **Caution “Special Instructions” Tag** - Shall be used on permanently installed (in situ) systems (or systems’ components), equipment, or parts to:
  - Restrict use by providing or amplifying necessary information or special instructions pertaining to the operation or maintenance of systems/equipment.
  - Maintain “as tagged status” for system alignment, equipment protection, seasonal shutdown, or to denote systems/equipment deficiencies.
- 2) **Caution “Special Instructions” Tag** - May also be used on portable equipment that is not being taken out of service but where special instructions or precautions are necessary for operation of the equipment.

- C. Tags need NOT be used where signs, guarding, or other positive means of protection are being used.

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## Appendix G FACILITY AUTHORIZATION LOG (FAL) INSTRUCTIONS

### NOTE

DND-OS-PRO-00014-F02 is to be completed by the Issuing Authority for Caution Tags.

1. Enter the information in the FAL section for Caution tags.
2. Use one line for each tag issued.
3. In the "TAG NUMBER" column, enter the tag number which is comprised of the 2-digit designation for the year (e.g., 11) followed by the building number (e.g., X-744G), the company designator (e.g., DND or other), and the next consecutive number. Each item in the tag number is separated by a dash. For example, a caution tag issued on August 25, 2014 by company SOCCo for a pump motor in Building X-744G would be issued the tag number 14-744G-DND-005 if the previous one had been 004 regardless of the company designator of the previous tag.
4. Identify the equipment or system to which the tag is issued by entering the appropriate name or identification number in the "EQUIPMENT/SYSTEM" column.
5. As applicable, identify the control point used to isolate the equipment or system in the "CONTROL POINT – DEVICE" column (for example, "motor circuit breaker").
6. As applicable, indicate the status of the control point in the "CONTROL POINT – STATUS" column (for example, "Closed" or "Off"). If **NOT** applicable, write N/A for the device status.
7. In the applicable "SPECIAL INSTRUCTIONS" column list any special instructions written on the tag.
8. Indicate the date and time the tag was affixed and initial in the "AFFIXED" column.
9. When the equipment or system is repaired and repairs are confirmed, authorize the tag removal by dating and initialing the "AUTHORIZED FOR REMOVAL" column.
10. When the tag is removed, indicate date and time, and initial the "REMOVED" column.

<b>TITLE:</b>  <b>Accident Prevention/Equipment Control Tags</b>	<b>DND-OS-PRO-00014</b>
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**Attachment A**  
**FACILITY AUTHORIZATION LOG**



**FACILITY AUTHORIZATION LOG**

**FAL – CAUTION TAGS**

TAG NUMBER (Yr-Bldg-DND- Consec#)	EQUIPMENT/SYSTEM (Name/ID #)	CONTROL POINT		SPECIAL INSTRUCTIONS	AFFIXED  <small>Date/Time/Initials</small>	IA AUTHORIZATION FOR REMOVAL  <small>Date/Time/Initials</small>	REMOVED  <small>Date/Time/Initials</small>
		DEVICE	STATUS				