

Locking out equipment/systems is safer than using tags only. Tagout-only procedures may be used only when lockout is not possible. Permission for tagout-only procedures is required from the Facilities Operation Manager (or their designee).

Fill out this form and submit it to the Facilities Operation Manager to explain why tagout is the only option for your procedure.

Equipment/System for Tagout: _____

Equipment/System Description: _____

Equipment/System Location: _____

Type of Hazardous Energy:

Electrical Mechanical Thermal Other
 Hydraulic Pneumatic Chemical Specify _____

Reason for Tagout-Only Procedure: _____

Employee to perform tagout procedure: _____

Date of employee's last tagout periodic review: _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Facilities Operation Manager or designee name: _____

Tagout-only procedure is: Approved Rejected

If rejected, the reason is: _____

Signature: _____ Date: _____