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CP3-HS-2008 **FRev. 1A**	**TITLE**: Accident Prevention/Equipment Control Tags	Page 1 of 22
DOCUMENT CATEGORY:	☒ Administrative ☐ Technical	
LEVEL OF USE:	☒ Information Level ☐ Reference Level ☐ Continuous Use	

FUNCTIONAL AREA Health, Safety, Security & Quality **SUBJECT MATTER AREA**: Safety and Health	**SUBJECT MATTER EXPERT**: Darryl Pea, Safety and Health Supervisor
NUCLEAR SAFETY REVIEW DOCUMENTATION: FRNP-19-0186-D	**APPROVED BY/DATE**: (Signature on file) Rich Rhoads, Safety and Health Program Manager 3/20/19
REQUIRED REVIEW DATE: (or expiration date for temporary change) 12/07/20	**EFFECTIVE DATE**: 04/01/19

REVISION/CHANGE LOG

Revision/Change Letter	Description of Changes	Pages Affected	Date of Revision/Change
FR0	Bluesheet Initial Release	All	08/28/2017
FR1	Non Intent changes to remove from Bluesheet	All	12/07/2017
FR1A	Process change to revise number of active tags to inspect for condition, legibility, and physical attachment.	4-5, 9-10, 18	3/20/19

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1.0 PURPOSE AND SCOPE

1.1 Purpose

This procedure provides instructions for the use of Accident Prevention/Equipment Control *Tags* (see definitions) 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.

1.2 Scope

This procedure provide 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.

This procedure applies to all Four Rivers Nuclear Partnership, LLC., Paducah Deactivation and Remediation Project (FRNP) personnel performing activities that involve application of Accident Prevention/Equipment Control Tags.

The "*Danger Do Not Operate" Tag* is used 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, and is described in CP3-HS-2010, *Instructions for Lockout/Tagout*.

2.0 REFERENCES

2.1 Use References

- CP3-HS-2004, *Job Hazard Analysis*
- CP3-HS-2009, *Stop/Suspend Work*
- CP3-OP-1118, *Facility Management*
- CP3-HS-2010, *Instructions for Lockout/Tagout*

2.2 Source References

- American National Standards Institute (ANSI) Z35.1-1968, *Specification for accident prevention signs*
- American Society of Mechanical Engineers (ASME) NQA-1, *Quality Assurance Requirements for Nuclear Facility Applications*
- ANSI Z35.2-1968, *Specification for Accident Prevention Tags*
- ANSI Z535.5-1991, *Accident Prevention Tags (for Temporary Hazards)*
- CP2-HS-1000, *Integrated Safety Management System Description*
- CP2-QA-1000, *Quality Assurance Program Description (QAPD)*
- Title 29 Code of Federal Regulations (CFR) § 1910.145, *Specification for Accident Prevention Signs and Tags*
- Title 29 CFR § 1926.200, *Accident Prevention Signs and Tags*
- United States Department of Energy (DOE) Order 422.1, *Conduct of Operations*
- DOE P 450.4A, *Integrated Safety Management System Policy*

3.0 COMMITMENTS

None

4.0 RESPONSIBILITIES

Facility Manager or Designee

4.1.1 Responds to reported hazardous or potentially hazardous conditions, equipment, or operations that may require Accident Prevention/Equipment Control Tag(s) to the Facility Manager or Supervisors

4.1.2 Implements compensatory measures if a STOP WORK AUTHORITY is initiated, if applicable.

4.1.3 Reviews all Facility Authorization Log – Caution Tag Requests and Warning – Defective Equipment Tag Log Request annually. Chg A

4.1.4 Maintains responsibility for the Facility Operations according to CP3-OP-1118, *Facility Management*.

4.1.5 Ensures all Facility Operations are performed under a trained supervisor.

Safety & Health Manager (S&H)

4.1.6 Provides oversight **and** guidance to ensure compliance with safe working standards **and** regulations regarding use of accident prevention **and** equipment control tags.

4.1.7 Serves as the point-of-contact for questions/concerns related to this procedure.

Supervisor

4.1.8 Approves the need for tags **and** determines appropriate tag(s), *control point*(s) (see definitions) **and** special controls, if applicable (e.g., locks, barricades, signs, and attendants).

4.1.9 Ensures tags comply with *facility* (see definitions) procedures **and** safety basis requirements.

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

4.1.11 Ensures facility hazards are effectively controlled through corrective action/issues management, physical controls, **or** other means.

4.1.12 Designates the location to maintain the *Facility Authorization Log Index* (see definitions) **and** *Facility Authorization Logs (FAL)* (see definitions) for each facility.

4.1.13 Ensures employees understand the intent **and** meaning of tags **and** applicable special precautions when tags are applied within work areas.

4.1.14 Ensures employees complete required training to support proper implementation of this procedure.

Employee

4.1.15 Observes and follows the Accident Prevention/Equipment Control Tag *signal word*, (see definitions) major message, **and** any special conditions/instructions as noted.

4.1.16 Implements requirements of this procedure to ensure identification of workplace hazards **and** proper use of Accident Prevention/Equipment Control Tag(s).

4.1.17 Completes required training to support proper implementation of this procedure.

Training

4.1.18 Develops/conducts training for Accident Prevention/Equipment Control Tags.

4.1.19 Ensures that training of *Issuing Authority (IA)* (see definitions) personnel is administered according to FRNP training requirements and governing practices, policies, and procedures.

4.1.20 Maintains employee training records.

5.0 GENERAL INFORMATION

5.1 Prior to performing any action steps identified in CP3-HS-2008, *Accident Prevention/Equipment Control Tags* for the first time, users will must/shall review this document

5.2 **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. 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. The designs of accident prevention tags will be the same as accident prevention signs. Accident Prevention Tags are **NOT** considered the final step to be taken against hazards. Hazards are to be eliminated, substituted, engineered, **or** administratively controlled whenever possible using the hierarchy of controls (ref. CP3-HS-2004, *Job Hazard Analysis*). The tags shall be removed promptly when the hazards no longer exist **or** are controlled. Use of Accident Prevention/Equipment Control Tags is governed by Occupational Safety and Health (OSHA) regulation 29 CFR § 1910.145 and 29 CFR § 1926.200.)

5.3 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. Chg A

5.4 **Accident Prevention and Equipment Controls Tags** that are regulated by this procedure include the following:

5.4.1 CP-19707, *Caution Tag*:

- *Caution Tags* (see definitions) shall be used in situations where non-immediate or potential hazards exist and require special instructions for use.
- 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 items(s) of information are necessary prior to operation.

5.4.2 A-3767, *Warning - Defective Equipment Tag,* referred to as "*Warning Tag*" (see definitions) in this procedure may be used to represent a hazard level between "Caution" and "Danger," The Warning Tag" may be used, instead of the required "Caution" tag, provided the tag has a signal word of "Warning," has an appropriate *major message*, (see definitions) and otherwise meets the general tag criteria.

5.4.3 The following applicable (labels) adhesive equivalents may be used in place of the aforementioned tags, when necessary:

- A-3771, Warning - Defective Equipment Label (Adhesive)
- A-3774, Caution Label (Adhesive)

5.5 **Lockout/Tagout (LOTO) tags and Accident Prevention/Equipment Control tags** may work together, but **not** in place of the other.

5.6 **Legacy Defective Equipment Tags** from previous Paducah Gaseous Diffusion Plant contractors shall be documented under CP3-HS-2008-F03, *Facility Authorization Log Index* guidance of this procedure if equipment, tools, etc., are to be repaired for FRNP use. **If** there is no anticipated use of equipment, tools, etc., **then** items should be excessed, recycled, **or** disposed.

5.7 **DANGER Do Not Operate** Tags shall be used in major hazard situations where an immediate hazard presents a threat of death or serious injury to employees. Danger tags shall be used only according to the latest revision of CP3-HS-2010**,** *Instructions for Lockout/Tagout***.**

5.8 Training for Accident Prevention/Equipment Control Tags, must be administered according to FRNP training requirements, policies, and procedures to include the following:

1. The purpose of color codes
2. The purpose of the tags versus signs
3. The types of tags
4. The use of tags
5. The meanings of messages on tags
6. The special precautions made necessary by messages on the tags
7. The use of administrative logs associated with Accident Prevention/Equipment Control Tags.

6.0 INSTRUCTIONS

6.1 Identification of Need and Tag Application

Employee

6.1.1 Report all hazardous **or** potentially hazardous conditions, equipment, **or** operations that may require Accident Prevention/Equipment Control Tag(s) to the Supervisor or FM.

Supervisor or Designee

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

6.1.3 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 CP3-HS-2010, *Instructions for Lockout/Tagout*.

6.1.4 Select the appropriate tag(s) needed, using Appendix B, *Type and Use of Accident Prevention/Equipment Control Tags.*

6.1.5 Maintain CP3-HS-2008-F03, *Facility Authorization Log Index*, for Caution Tags.

6.1.6 Complete/Affix the tag(s), according to Appendix C, *Facility Authorization Log (FAL) Instructions – Caution Tag Request Instructions*, and/or Appendix D, *Warning – Defective Equipment Tag Log Request Instructions*, **and** notify the affected Facility Manager.

6.1.7 Direct qualified employee(s) to isolate **or** position control points, as necessary.

6.1.8 Assign personnel to affix Accident Prevention/Equipment Control Tags, as needed.

6.1.9 Ensure affixed tags are placed in readily apparent locations **and** do **not** obscure equipment indication **or** controls.

6.1.10 **If** repairs are required, **then** initiate a request to have repairs performed.

6.1.11 **When** control points have been isolated and/or positioned and tags have been applied, **then** notify the IA.

6.1.12 **Before** removing the Accident Prevention/Equipment Control Tags, request assistance from S&H or SMEs to provide guidance on compensatory protective measures **and** ensure all hazards have been abated or controlled.

6.1.13 **If** completed tag(s) were provided for placement, **then** verify proper placement occurred.

6.1.14 Enter **and** track Accident Prevention/Equipment Control Tag(s), according to Appendix C, *Facility Authorization Log (FAL) Instructions* and/or Appendix D, *Warning – Defective Equipment Tag Log Request Instructions*.

6.1.15 Notify the affected personnel that equipment has been properly tagged.

Employee

6.1.16 **If** directed by the Supervisor, **then** affix completed Accident Prevention/Equipment Control Tag(s) to equipment, device, **or** part; **and** indicate date, **and** initials on appropriate log section of CP3-HS-2008-F04, *Facility Authorization Log – Caution Tag Request* or CP3-HS-2008-F06, *Warning - Defective Equipment Tag Log Request.*

6.1.17 **If** a tag is illegible, has fallen off equipment, **or** is obsolete, **then** inform the Supervisor to obtain a replacement.

6.1.18 Use the following practices when applying Accident Prevention/Equipment Control Tags:

- Attach Accident Prevention/Equipment Control Tags as close as possible to the hazard **or** equipment control point (e.g., operating switch, disconnect, power source, motor circuit breaker, visible equipment defects, etc.).
- Affix tags by positive means, such as wire or plastic ties, where feasible.
- Utilize an indelible marker to notate (print) appropriate wording on tags, as necessary, to ensure tag is legible **and if** use outside, **then** ensure tag will withstand the elements..
- Use adhesive tags only when regular tags cannot be used.
- Apply tags based on identified hazardous conditions, equipment, **or** operations.
- 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: such as, signs, posted guard railing, etc.
- Apply tags in a manner that does **not** obscure equipment indication **or** controls while remaining readily apparent to operators.
- Implement appropriate compensatory measures, such as initiation of STOP WORK AUTHORITY, according to CP3-HS-2009, *Stop/Suspend Work* to prevent use of potentially hazardous equipment until a proper Accident Prevention/Equipment Control Tag can be hung.
- **If** STOP WORK AUTHORITY is initiated, **then** maintain *care, custody, **and** control* (see definitions) of the area, equipment, **or** operation until the *Facility Manager (FM)* (see definitions) **or** Supervisor implements compensatory measures to ensure accident prevention **and** equipment protection with the assistance of Health, Safety, Security & Quality (HSS&Q) **or** S*ubject Matter Expert(s) (SMEs*)(see definitions).

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.

Chg A

6.2 Tag Removal

Supervisor or Designee

6.2.1 Confer with S&H **or** SME, as needed, to ensure hazards have been abated **or** controlled; **and** equipment is in safe working order.

6.2.2 **When** special controls are no longer required **or** repairs have been completed, **then** notify the Facility Manager to obtain authorization to remove tag(s).

6.2.3 Authorize tag removal by signing the appropriate log section of CP3-HS-2008-F04, *Facility Authorization Log – Caution Tag Request – Caution Tag Request* or CP3-HS-2008-F06, *Warning – Defective Equipment Tag Log Request*.

6.2.4 Remove tag(s) **or** ensure tags are removed.

6.2.5 **When** removing an Accident Prevention/Equipment Control Tag(s), **then** ensure employee(s) indicate(s) date **and** initial the appropriate log section of CP3-HS-2008-F04, *Facility Authorization Log – Caution Tag Request* or CP3-HS-2008-F06, *Warning - Defective Equipment Tag Log Request*.

6.2.6 Destroy tag(s).

6.2.7 Notify the Facility Manager that tag(s) have been removed and destroyed.

Employee

6.2.8 **As** directed by Supervisor or Designee, remove Accident Prevention/Equipment Control Tag(s) from equipment, device, **or** part; **and** date **and** initial appropriate log section of CP3-HS-2008-F04, *Facility Authorization Log – Caution Tag Request* or CP3-HS-2008-F06, *Warning - Defective Equipment Tag Log Request*.

6.3 Facility Authorization Log Review

Facility Manager or Designee

6.3.1 Perform annually the following: Chg A

A. Review all CP3-HS-2008-F04, *Facility Authorization Log - Caution Tag Request* or CP3-HS-2008-F06, Warning - Defective Equipment Tag Log Request.

B. Verify a portion (minimum 50%) active tags that are > 90 days old are still legible, in good physical condition, and securely attached at assigned location(s). Chg A

C. Review tags that have been issued, **and** determine if the accident prevention / equipment controls are still necessary.

D. **If** the controls are still necessary, **then** annotate determination in CP3-HS-2008-F03, *Facility Authorization Log Index* and CP3-HS-2008-F06, *Warning - Defective Equipment Tag Log Request* in the Equipment Defects/Remarks/Annual review column. Chg A

E. **If** the controls are no longer necessary, **then** remove the tag(s) according to Section **6.2**, Tag Removal.

F. Document completion of the annual FAL review on CP3-HS-2008-F03, Facility Authorization Log Index and the CP3-HS-2008-F-06, *Warning – Defective Equipment Tag Log Request* in the Equipment Defects/Remarks/Annual review column indicating the date and initials of the Reviewer. Chg A

7.0 RECORDS

7.1 Records Generated

The following record may be generated by this procedure*:*

- Facility Authorization Log Data
- CP3-HS-2008-F03, *Facility Authorization Log Index*
- CP3-HS-2008-F04, *Facility Authorization Log – Caution Tag Request*
- CP3-HS-2008-F05, *Facility Authorization Log – Caution Tag Request Continuation*
- CP3-HS-2008-F06, *Warning - Defective Equipment Tag Log Request*
- CP3-HS-2008-F07, *Warning -Defective Equipment Tag Request Continuation*

7.2 Records Disposition

The records are to be maintained according to CP3-RD-0010, *Records Management Process*.

Appendix A - Acronyms/Definitions

ACRONYMS

CFR - Code of Federal Regulations

DOE - Department of Energy

FAL - Facility Authorization Logs

FM - Facility Manager

FRNP – Four Rivers Nuclear Partnership

HSS&Q - Health, Safety, Security, and Quality

IA - Issuing Authority

ISMS - Integrated Safety Management System

LOTO - Lockout/Tagout

POMC - Performance Objectives, Measures, and Commitments

PSS - Plant Shift Superintendent

SME - Subject Matter Expert

DEFINITIONS

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

CAUTION TAG - CP-19707, *Caution Tag* (or A-3774 Caution – Label -adhesive equivalent). A yellow and black tag used to represent the "Caution Safety Hazard Level" for accident prevention. The tag 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.

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.

Appendix A - Acronyms/Definitions (Continued)

FACILITY – Buildings and other structures, their functional systems and equipment, and other fixed systems and equipment installed therein.

FACILITY AUTHORIZATION LOG (FAL) - CP3-HS-2008-F04, *Facility Authorization Log – Caution Tag Request*. Log maintained by the responsible IA to document and track Accident Prevention/Equipment Control Tag information.

FACILITY AUTHORIZATION LOG INDEX - CP3-HS-2008-F03, *Facility Authorization Log Index,* Form used by each Facility for tracking and issuing the next sequential number for Facility Authorization Logs and Accident Prevention/Equipment Control Tags.

FACILITY MANAGER (FM) - The individual who has overall **responsibility** for: (1) operation and activities within the facility, (2) administration of the facility, and (3) the condition of the facility. The Plant Shift Superintendent (PSS)/or Designee may serve as FM on off-shifts, weekends, holidays, or during emergency situations.

ISSUING AUTHORITY (IA) – Employee who is knowledgeable of the tagged equipment, tools, systems, or machine and understands the hazards and purpose the tags were affixed to support accident prevention or equipment control.

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.

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.

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.

TAG - A device usually made of cardboard, paper, pasteboard, plastic, or other material to identify a temporary hazardous condition.

WARNING TAG - A-3767, *Warning - Defective Equipment* (or A-3771, Label - adhesive equivalent). An orange and black tag used to eliminate potential or serious safety hazard(s) that is placed on defective equipment when it is removed from service. Normally used for portable equipment/parts, and may be used on permanently installed systems/equipment.

Appendix B - 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 are **not** be used to protect personnel from hazardous electrical, mechanical, hydraulic, pneumatic, chemical, thermal or other energy sources. To protect from these types of energy sources "Danger Do Not Operate" tags are used with locks according to CP3-HS-2010, *Instructions for Lockout/Tagout*

A-3767, *Warning - Defective Equipment Tag* - 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.

A-3767, *Warning - Defective Equipment Tag -* applies to, but is **not** limited to, the following:

1. Mobile equipment

2. Portable equipment

3. Hand tools

4. Personal Protective Equipment

5. Chains, Slings, and Tie-down Straps

6. Furniture

7. Scaffolds and Portable Ladders

8. Equipment/parts and fixtures

9. Equipment which is out of service for repair

Appendix B - Type and Use of Accident Prevention/Equipment Control Tags (Continued)

CP-19707, *Caution 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. **CP-19707, *Caution Tag*** - shall be used on permanently installed (in situ) systems (or systems' components), equipment, **or** parts to:

   a) Restrict use by providing **or** amplifying necessary information **or** special instructions pertaining to the operation **or** maintenance of systems/equipment.

   b) Maintain "as tagged status" for system alignment, equipment protection, seasonal shutdown, **or** to denote systems/equipment deficiencies.

2. **CP-19707, *Caution 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.

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

Appendix C - Facility Authorization Log (FAL) - Caution Tag Request Instructions

NOTE:

CP3-HS-2008-F04, *Facility Authorization Log – Caution Tag Request* is to be completed by the Issuing Authority (IA) for Caution Tags.

1. Reference CP3-HS-2008-F03, Facility Authorization Log Index, is used by the affected facility to obtain the next sequential Condition Number (Section 1). Record "Condition No." in the Facility Authorization Log index and in the "Condition No." (Section 1) block on the CP3-HS-2008-F04, Facility Authorization Log being initiated. Establish and record the next sequential number as follows:

   - Obtain Condition number from the CP3-HS-2008-F03, *Facility Authorization Log Index* and record on CP3-HS-2008-F04, *Facility Authorization Log*.

   - In the Condition Number column, enter the tag number which is comprised of the 2 digit designation for the year (e.g., 16) followed by the building number (e.g., C-337A), the company designator (e.g., FRNP or other), the next Condition Number obtained from CP3-HS-2008-F03, *Facility Authorization Log Index*. Each item in the tag number is separated by a dash. For example, a caution tag issued on April 25, 2016 by company FRNP for a pump motor in Building 337A would be issued the tag number 16-337A-FRNP-005-01, if the previous Condition Number had been 004, regardless of the company designator of the previous Facility Authorization Log.

2. Identify the equipment **or** system for which Caution tags are being issued **and** document in the "System Description" column on the CP3-HS-2008-F03, *Facility Authorization Log Index* **and** in the "Equipment/Component" (Section 2) block on the CP3-HS-2008-F04, *Facility Authorization Log – Caution Tag Request* being initiated.

3. Enter the tag number suffix in the tag number column (Section 3) CP3-HS-2008-F04, *Facility Authorization Log – Caution Tag Request*. If more tags are required, use CP3-HS-2008-F05, *Facility Authorization Log – Caution Tag Request Continuation* for additional space.

4. Enter the individual tag number on the caution tag (CP-19707, Caution Tag or A-3777, Caution Label. (Example 16-337-001, 16-337-002, etc.)

5. Enter the location where tag is installed. (Section 4 of CP3-HS-2008-F04, *Facility Authorization Log – Caution Tag Request*)

6. Complete the Reason/Special Instructions (Section 5) of CP3-HS-2008-F04, *Facility Authorization Log – Caution Tag Request* in as much detail as possible to thoroughly convey the reason for tagging. Reference temporary modifications, operation procedures, or any other useful information applicable to the purpose of the caution tagging. If special instructions are needed (for example, Do Not Operate This Equipment), then it should be so noted in the Reason/Special Instruction section.

7. Enter the equipment/component name, date, and reason on the tag (CP-19707, and A-3774). If the tag is being used for Nuclear Criticality Safety (NCS) control, ensure the following instructions or equivalent wording are placed upon the tag: Do not operate, NCS controls apply.

8. Evaluate the condition requiring the Caution tag to determine if a workaround condition exits according to the Supervisor/Designee's evaluation and need to initiate STOP WORK AUTHORITY, according to CP3-HS-2009, *Stop/Suspend Work* and circle either yes or no on the CP3-HS-2008-F04, *Facility Authorization Log – Caution Tag Request* (Section 6) to indicate if the requested Caution tag is to provide a Compensatory Measure for a Workaround.

Appendix C - Facility Authorization Log (FAL) - Caution Tag Request Instructions (Continued)

9. The Supervisor or Designee verifies the information on the Caution Tag Request form is complete and correct, then signs and dates it to authorize installation of the Caution tag or tags (Section 7).

10. Supervisor/Designee installs Caution tag. Personnel installing the Caution tag initial and date the CP3-HS-2008-F04, Facility Authorization Log – Caution Tag Request (Section 8) as each Caution tag is applied.

11. On any panel such as a local control panel or main control panel where the full-size Caution tags could cause a visual obstruction due to their size, use the small A-3774, Caution – Label. Place label in such a manner as to prevent obstruction of other instructions, controls, or indicating lights.

12. If a replacement tag is needed (tags damaged, etc.), then obtain a new Caution tag and use the same number that was assigned to the original tag.

13. **When** Caution tag(s) are no longer required, the Issuing Authority (IA), Facility Manager (FM), Supervisor, or Designee shall sign in the column (Section 9) authorizing removal of applicable tags.

14. After all tags have been removed, the Supervisor or Designee verified the information on the CP3-HS-228-F04, Facility Authorization Log – Caution Tag Request is complete then sign and date it to close out the form (Section 10).

15. **If** there is to be a partial release of selected tag removal, **then** the IA, FM, Supervisor or Designee shall sign the column (Section 9) authorizing removal of each individual tag no longer required.

NOTE:

In some situations it may be appropriate to operate a component with the caution tag still applied. In such cases, the IA, FM, Supervisor, or Designee may authorize operation of the component without removal of the tag provided operation of component is of such short duration that a person (s) will be present to reposition the component back to its original configuration immediately upon completion of task.

16. **If** operating a component without removing the caution tag, **then** ensure the following:

    A. Authorization from IA, FM, Supervisor or Designee is obtained.

    B. Compliance with conditions stated on tag are maintained.

    C. Operation of component is of short duration.

    D. Person(s) is present to reposition component back to its original configuration immediately upon completion of task.

17. Personnel removing Caution tags, initial and date after removal of each tag in the removed column (Section 11)

18. **When** a Caution tag needs to be reapplied, **then** reapply the tag to the component, and reenter the same tag number on CP3-HS-2008-F04, Facility Authorization Log – Caution Tag Request in the next open log space. **If** the original tag is not available for reuse in these situations, **then** reissue a replacement tag.

19. **If** a tag is discovered missing from its placed position, **then** the IA, FM, Supervisor or Designee shall note the tag number of the missing tag and issue a new tag and a new number on CP3-HS-2008-F04, *Facility Authorization Log – Caution Tag Request*. Employees perform a thorough search for the lost tag and if it is found return tag to the manager of the area.

Appendix C - Facility Authorization Log (FAL) - Caution Tag Request Instructions (Continued)

20. **If** a CP3-HS-2008-F04, *Facility Authorization Log – Caution Tag Request* is lost and the number and location of Caution Tags can be determined, **then** complete a new CP3-HS-2008-F04, *Facility Authorization Log – Caution Tag Request* and note on the form that it is a duplicate for a lost form.

21. **If** the number and location of Caution Tags for a lost CP3-HS-2008-F04, *Facility Authorization Log – Caution Tag Request* cannot be determined, **then** return to number 1 above to initiate a new CP3-HS-2008-F04, *Facility Authorization Log – Caution Tag Request* and after attaching replacement Caution Tags on the equipment, remove existing Caution Tags from the equipment.

Appendix D - Warning - Defective Equipment Tag Log Request Instructions

USE of WARNING - DEFECT EQUIPMENT TAGs (ref. Example A-3767)

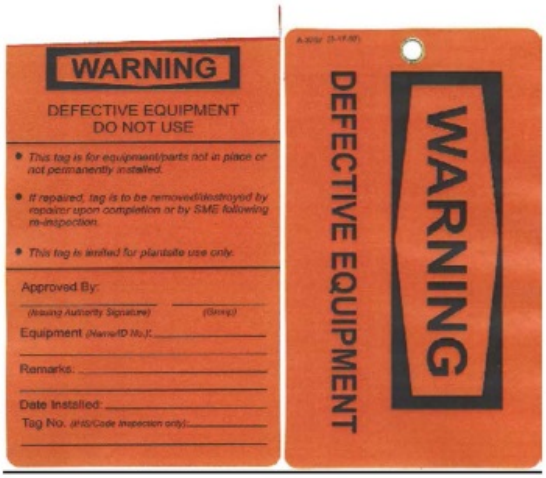
NOTE:
CP3-HS-2008-F06, *Warning - Defective Equipment Tag Log Request* is to be completed by the Issuing Authority, Facility Manager, Supervisor, **or** Designee.

1. Reference the CP3-HS-2008-F06, *Warning - Defective Equipment Tag Log Request*, for the affected facility to obtain the next sequential Tag number.
2. Identify the equipment, tool, etc. for which Defective Equipment Tags are being issued **and** record the number in the "Tag Number" column on CP3-HS-2008-F06, *Warning - Defective Equipment Tag Log Request* as stated in step 4.
3. Use one line for each tag issued.
4. In the "Tag Number" column of CP3-HS-2008-F06, *Warning – Defective Equipment Tag Log Request*, enter the tag number which is comprised of the 2 digit designation for the year (e.g., 16) followed by the building number (e.g., C-337A), the company designator (e.g., FRNP or other), and the next consecutive tag number on the log. Each item in the tag number is separated by a dash. For example, a defective equipment tag issued on April 25, 2016 by company FRNP for a defective forklift attachment in Building 337A would be issued the tag number16-337A-FRNP-005, if the previous defective equipment tag had been 004.
5. Indicate the name of the Issuing Authority (IA), Facility Manager (FM), Front Line Manager (FLM), or designee in the applicable "IA, FM, Supervisor, or designee" column.
6. Indicate the location (i.e., facility, area, etc.) the defective equipment **or** tools were tagged in the applicable "Equipment Location" column.
7. Indicate the name of the equipment and other identifying numbers in the "Equipment Name" column.
8. Indicate by a check mark either "Not to be Used" **or** "Restricted Use" in the applicable columns on CP3-HS-2008-F06, *Warning – Defective Equipment Tag Log Request*.
9. **If** applicable, **then** indicate the Task Instructions in the "TI" column.
10. Indicate the defect and any remarks in the "Equipment Defect/Remarks/annual review" column. Chg A
11. **If** applicable, **then** indicate the Issue Management number associated with the defective equipment in the "Issue Management Number" column.
12. Enter the date **and** initials of the employee that issued the Defective Equipment Tag in the "Date Issued" column.
13. **When** the equipment, tool, etc. has been repaired, discarded **and** confirmed by the IA, FM, Supervisor, or Designee and there are no other conditions prohibiting use or the purpose for which the tags were hung is no longer applicable, **then** Issuing Authority, Facility Manager, Supervisor FRNP
14. , or Designee authorize the tag(s) removal by signing **and** dating in the "Removed" column.

Appendix E - Warning - Defective Equipment Tag (A-3767) (Example)

EXAMPLE of Approved Tag
Contact Supervisor for Tag below as needed

Warning – Defective Equipment Tag



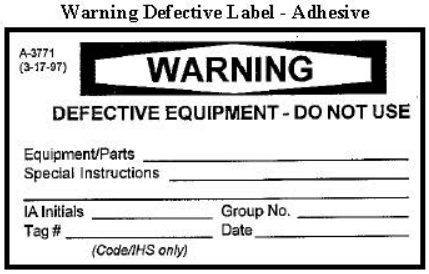
A-3767 (3/17/97)

Appendix F - Warning - Defective Equipment Label (A-3771) (Example)

EXAMPLE of Approved Label
Contact Supervisor for Label below as needed

Warning – Defective Equipment Label

Warning Defective Label - Adhesive



A-3771 (3/17/97)

Appendix G - Caution Tag (CP-19707) (Example)

EXAMPLE of Approved Tag
Contact Supervisor for Tag below as needed

Caution Tags

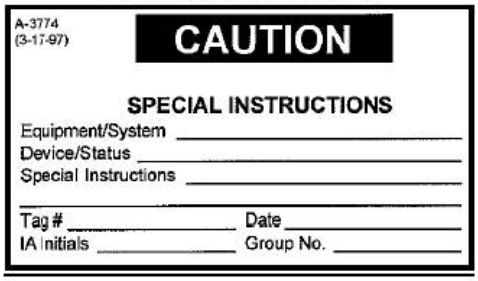
CP-19707 (4/8/98)

Appendix H - Caution Tag Label (A-3774) (Example)

EXAMPLE of Approved Label
Contact Supervisor for Label below as needed

Caution Label

CAUTION Label (ADHESIVE)


A-3774
(3-17-97)

CAUTION

SPECIAL INSTRUCTIONS

Equipment/System _____

Device/Status _____

Special Instructions _____

_____

Tag # _____ Date _____

IA Initials _____ Group No. _____

A-3774 (3/17/97)