

Procedure The user of the equipment is informed .The Completed labels are then tied to the isolated unit and the bottom half of the label is remove and place it on the tag out board .If the isolation affects the running of any other machine then it must also be tagged out .A label is to be used for each valve or machine that has been isolated .if necessary and will ensure that the system or equipment to be isolated is the correct one .When the system or equipment has been isolated , tie or lock the valves in the SHUT . position