**Tags are utilised on the CBESS project to convey information about a particular situation or task as shown below.**

**All sections of tags shall be completed and signed by the relevant person before deemed valid**

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| **TAG TYPE** | **TAG USAGE** |
| **BOUNDARY ISOLATION TAG** | * **Must be placed in conjunction with a boundary isolation lock** * **Must also be placed on adjacent disconnected equipment, tag details must match on both sides.** * ***Can only be placed or removed by a Personal Isolation Officer*** * **Can only be removed once the equipment isolated is cleared for energisation by an authorised isolation officer** * **Removing a boundary isolation tag that is not attached to a boundary isolation lock is considered a serious breach of procedure.** |
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| **PERSONAL DANGER TAG** | * **Used for personal & permit isolations (Unless lock number is registered on permit)** * ***Placed on a personal isolation lock by a lock holder before lock is attached to an isolation point or lockout device*** * **Only the person who placed the lock/tag is authorized to remove it, unless exceptional circumstances apply** |
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| **COMMISSIONING AND TESTING TAG** | * **Used to identify areas or equipment that are under commissioning control** * **Must be used in conjunction with a commissioning lock when placing and verifying simple isolations.** * **Electrical equipment may be identified by a Commissioning in Progress adhesive label, which shall be the same design as the tag.** * **Equipment must not be operated and / or the tag removed without permission from the commissioning manager or authorised nominee** |
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| **ISOLATION TAG** | * **Used to identify a particular isolation point** * ***Can only be placed and removed by an Authorised Isolation Officer*** * **Proof that equipment isolation has been carried out** * **Must not be removed whilst personal danger tags are present** |
|  |
| **OUT OF SERVICE TAG** | * **Used to identify faulty equipment** * ***Can be placed by any personnel*** * **Can only be removed by an authorised repair agent once repairs are underway or have been completed** |
|  |
| **INFORMATION TAG** | * **Used to convey general information regarding a particular area or task such as the reason for barricading or an identified hazard** * ***Can be placed and removed by any personnel involved with the task in question*** * **Information shall be updated as required and tag shall be removed when the information displayed is no longer valid** |
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**Once tag is no longer required the tag is to be torn in half and disposed of in a correct manner**