

# Just-In-Time Report

## Re-use of Cleared Locks and Tags is Prohibited

February 1, 2007

2007-RL-HNF-0008

Tracking No: 395

**Site/Facility:** Hanford/All

**Event:** A corrective maintenance work package to fix a mechanical device was performed at the HAMMER training facility. A field decision was made to perform an equipment test prior to placing the equipment covers back on. The two lockouts and tags were lifted and the test was performed, only to find the problem had not been corrected. The same two tags and locks were re-applied and a safe condition check and safe to work check was performed. An internal review discovered that the Lockout Tagout process for partial clearance was not followed.

**Important Points:**

**LOTO Controlling organizations**

- **Activities requiring, or has the potential of needing the clearance of LOTO boundaries to conduct equipment performance tests should be clearly spelled out in the work package.**
- **Prepare the TAF and tags to provide redundant boundaries when testing expected.**
- **Cleared tags are to be retired after one use.**

**LOTO Authorized Workers**

- **Cleared tags are to be retired after one use.**
- **Temporary lifting and re-hanging of the same tags is prohibited.**

**Other Important Considerations - Prevent Events**

Managers/Supervisors	Workers
<p>Removal of a Controlling Organization lock and tag requires using the formal administrative process.</p> <p>Referring to HNF-PRO-081 during the work is highly advisable.</p> <p>Temporary lifting and re-hanging of the same tags is prohibited.</p> <p>Begin to strategize for the Periodic (annual) LOTO Review to be performed this Calendar Year.</p>	<p>Temporary lifting and re-hanging of the same tags is prohibited.</p> <p>Referring to HNF-PRO-081 during the work is highly advisable.</p>