



## Removal of Lock or Tag

### Removal of Personal Lock or Tag by Someone Other than the Authorized Employee that Installed the Lock or Tag

I have been authorized to remove a lock/tag of another authorized employee by the Lockout/Tagout Supervisor. The lock/tag must be removed due to an emergency or the absence of the authorized employee that installed the lock. The Lockout/Tagout Supervisor has verified;

- The authorized employee who applied the personal lockout and/or tagout device is not at the facility.
- All reasonable efforts have been made to contact the authorized employee to inform him/her that his/her lockout and/or tagout device has been removed; and
- The authorized employee removing the lock has followed the lockout/tagout procedure for this equipment.

The authorized employee that installed the device will be informed that their lockout and/or tagout device has been removed by the Lockout/Tagout Supervisor (Or their designee) on their return to work.

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Authorized Employee (Removed By)	Signature	Date
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Lockout/Tagout Supervisor	Signature	Date
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Authorized Employee (Lock Owner)	Signature	Date
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