LOTO Device (lock or tag) Removal by Other than Owner

An FMOC Senior or Department Manager, Team Leader or Sandia Delegated Representative may remove or designate an authorized worker to remove a LOTO device belonging to another authorized worker. The FMOC Senior or Department Manager, Team Leader or Sandia Delegated Representative who authorizes the removal of a LOTO device is responsible for completing and maintaining this log.

Procedural steps for device removal:

* + Verify that the authorized worker who applied the device is not at the removal site.
	+ Notify Management and obtain authorization to remove the device.
	+ Remove device.
	+ Make all reasonable efforts to contact the authorized worker to inform him/her of the removal of their lockout or tagout device.
	+ Ensure that the authorized worker is knowledgeable of the removal of their lockout or tagout device, before resuming work at the facility.

**1. Person authorizing removal**:

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Org: \_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

**2. Authorized worker removing LOTO device:**

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Org: \_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_ Time: \_\_\_\_\_\_\_\_\_\_\_\_\_

**3. Authorized worker whose LOTO device was removed:**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Org: \_\_\_\_\_\_\_\_\_\_\_\_\_

**4. Location of Lockout/Tagout device that was removed:**

Building #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Room #: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Equipment: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**5. Methods used to verify that worker was not at the facility:**

\_\_\_ Home Phone \_\_\_ Cell Phone \_\_\_ Radio \_\_\_ Building Search

Other:

**6. Method by which worker was contacted prior to resuming work:**

\_\_\_ Telephone \_\_\_ In Person \_\_\_ Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_ Time: \_\_\_\_\_\_\_\_\_\_\_\_

**7. Acknowledgment of removal by LOTO device owner:**

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_