

# Picture Process Maps

## Tagout Procedures (AZ/MD)

### PURPOSE:

The purpose of the Tagout Procedure is to communicate to workers that the equipment is being serviced with labels and tags when the lockout is not a viable option and, therefore, cannot be used.

### GLOSSARY:

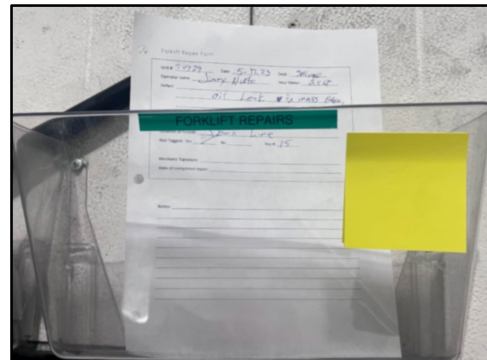
**Tagout-** The placement of tagout signs on a device, per an established procedure, indicates that the device and the controlled equipment **may only be operated once** the tagout is removed.

**Tagout tags-** Any prominent warning device, such as a tag and a means of attachment that can be securely fastened to an energy-isolating device to indicate that the machine or equipment to which it is attached **may not** be operated until the tagout device is removed.



### TAG OUT PROCEDURES FOR FORKLIFTS:

1. During pre-inspection, operators must find a functioning issue and fill out the **Forklift Repair Form (FRF)**. The FRF is located in a wall pocket marked as “Forklift Repairs.” See the wall pocket picture for reference.
2. Communicate the forklift breakdown to the appropriate supervisor or leader.
3. If able, park the forklift in the repair area. Otherwise, seek assistance to move the forklift to the repair area or write the unit’s location on the FRF.



### Required Tools and Materials

- PPE
- Tagout tags and lock
- Forklift Repair Form (FRF)

#### Forklift Repair Form

Unit #:	Date:	Dept.:
Operator name:	Hour Meter:	
Defect:		
_____		
_____		
Location of Forklift:		
Red Tagged: Yes _____ No _____ Key #: _____		
Mechanic Signature: _____		
Date of completed repair: _____		

Notes:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

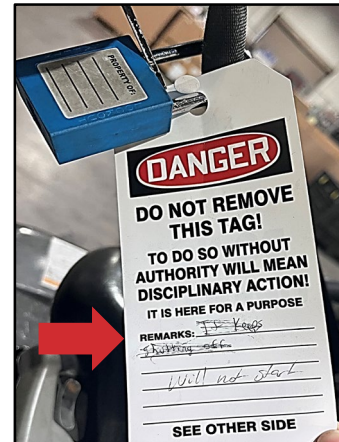
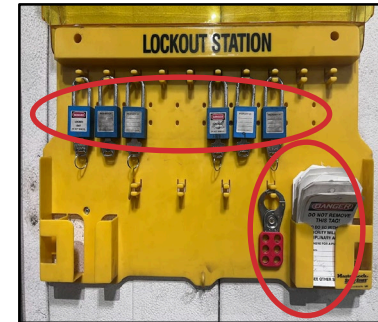
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4. To lockout and tagout, follow these steps:

- a) The leader will retrieve the tagout tag and lock it with the corresponding key from the Lockout/Tagout Board.
- b) Write the issue on the tag, sign, and date.
- c) Insert the tag through the lock shank.
- d) Wrap the seat belt around the forklift steering wheel, place the lock through the eye of the seat belt, then insert the seat belt strap through the lock and secure.
- e) Place the lock key in the drop box.



5. The Forklift Repair Form is placed in the “Forklift Repairs” wall pocket. The leader will then add the forklift unit issue to the Repair Request Log Google Sheet.



# Tagout- Forklift

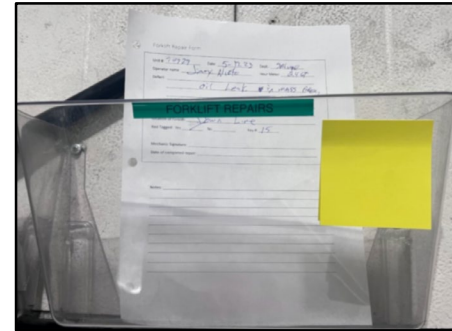
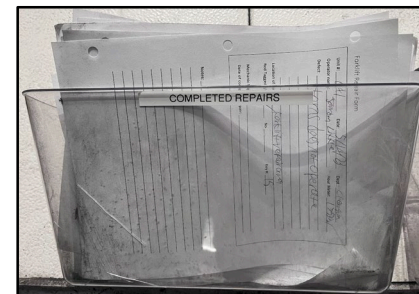
- The vendor mechanic will arrive the following day, retrieve the FRF from the “Forklift Repairs” wall pocket, and locate the forklift to repair.

**Note:** The vendor mechanic will locate a leader to access the key for the locked forklift.

- When repairs are completed, the mechanic will sign off on FRF and seek a leader or someone from the Fleet Services Department (FSD) to sign off on the work order.

- The mechanic will staple the work order and FRF together and place them in the “Repairs Completed” wall pocket.

- The mechanic will remove the tagout tag, lock it with a key, and return it to the Lockout/Tagout Board.

A diagram illustrating the FRF form. The form is titled "Forklift Repair Form" and includes fields for "Unit #", "Date", "Operator name", "Hour Meter", "Defect", "Location of Forklift", "Red Tagged: Yes/No", and "Key #". A red box highlights the "Mechanic Signature" and "Date of completed repair" fields. A red arrow points from this box to a separate box below it, which contains the same two fields: "Mechanic Signature: \_\_\_\_\_" and "Date of completed repair: \_\_\_\_\_".

10. FSD will collect the forms from “Repairs Completed” and then update the status in the Google Sheet.
11. Warehouse Operations will review statuses in the mornings and evenings daily.
12. An operator will be assigned to remove the repaired forklift from the “Repair Area.”

The screenshot shows a Google Sheet titled "TRAILER REPAIR REQUEST LOG" with a menu bar (File, Edit, View, Insert, Format, Data, Tools, Extensions, Help) and a toolbar. The sheet contains a table with columns A through J. The table has a header row (row 2) and 23 data rows (rows 3-24). The columns are: A (Trailer Numl), B (Date), C (Defect), D (Reporting Driver), E (Preventable), F (Location wi), G (Do not Update Status), H (Notes), I, and J. The 'Do not Update Status' column (G) is highlighted with a red box. The data rows contain various repair requests with details such as dates, defects, reporting drivers, locations, and completion statuses.

1	Trailer Repair request log									
2	Trailer Numl	Date	Defect	Reporting Driver	Preventable	Location wi	Do not Update Status	Notes		
3	4899009	9/29/0202	PM FMCSA> Repair flooring. Replace license plate light, Repair swing door bottom plate				.Completed	Best Deal		
4	5399066	2/11/0221	Replace Clearance lights, Patch hole in roof, replace shock	Sherman		834	.Completed	COMPLETE 8/6 BD		
5	31925	2/15/0222	Roll Door Cable broken. Needs new operator	Lori		6210 S 75th Av	.Completed	Complete bd ready for pick up		
6	532829	2/27/0222	Missing door latch	Jesus		North Lot	.Completed			
7	841722	7/10/2002	BACKENDMETAL FLOOR PLATE NEEDS REFASTENED( ROGER				.Completed	Completed Purcell		
8	8151	7/27/2019	Return Inspection	sherman		North Lot	.Completed			
9	8462	7/27/2019	missing 2 clearance lights. once completed return to Arizon	sherman		North Lot	.Completed			
10	8510	7/27/2019	Return Inspection	sherman		North Lot	.Completed			
11	535392	3/14/2020	Right rear tail light out	D Moke		North Lot	.Completed			
12	531259	3/19/2020	Missing flap on electrical hookup box	D Moke			.Completed			
13	533138	3/19/2020	Door handle lock eyelet broke	D Moke		182	.Completed			
14	18911	3/21/2020	Missing registration holder	Sherman		North Lot	.Completed	completed bd		
15	532556	5/16/2020	SWING DOOR DAMAGED	N/A		North Lot	.Completed			
16	4888013	6/5/2020	Fmcsa due 8/19/2020, also missing both swing doors and f	sherman		North Lot	.Completed	Convert to swing		
17	544361	6/12/2020	FMCSA Due	Sherman		North Lot	.Completed			
18	4808053	8/19/2020	too many holes in roof	sherman		North Lot	.Completed			
19	350516	9/21/2020	TRAILER LIGHT MISSING, JUST ONE	JOSE M		IN USE	.Completed	TRAILER SILL IN USE		
20	350516	9/21/2020	TRAILER LIGHT MISSING, JUST ONE	JOSE M		IN USE	.Completed	TRAILER SILL IN USE		
21	532828	10/20/2020	LRO flat replace/ Repair LP 22.5 North Lot	TDS		North Lot	.Completed	Purcell		
22	30614	12/23/2020	Hole on the floor of the trailer (Unable to locate trailer)	Stephen		Flag truck Cent	.Completed	PO # 1073823		
23	5399066	1/1/2021	FMCSA DUE				completed	.Completed BD		
24	351768	1/1/2021	Mud flap needs repair. Driver repairable with the right tools	Moke		095-Priest Stor	.Completed	COMPLETE1/5 BD		

### GENERAL LOCKOUT AND TAGOUT PROCEDURES:

1. Notify all team members at the location that servicing is required on a machine or equipment and that it must be shut down and locked out to perform servicing.
2. If the equipment is running, shut it down by the normal stopping procedure (stop button, etc.). Disconnect switches should never be pulled while under load because of the possibility of arcing or explosion.
3. Operate the switch, valve, and other energy-isolating devices so that the energy source(s) are disconnected from the equipment.
4. Stored energy such as that in capacitors, springs, elevated machine members, rotating flywheels, hydraulic systems, and air, gas, steam, or water pressure, etc., must also be dissipated, disconnected, or restrained by methods such as grounding, repositioning, blocking, bleeding-down, etc.

### Required Tools and Materials

- Tagout tags and lock
- PPE



5. Lockout the energy-isolating device with your individual lock, even if someone else puts their lock on. You will not be protected unless you put your own padlock on.
6. After ensuring nobody is near the machine, operate the push button or other normal operating controls to ensure the equipment is powered down. For electrical circuits, use the electrical lockout tagout procedure.
7. The equipment is now locked out and tagged out.

