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C-A OPERATIONS PROCEDURES MANUAL

4.1.2 C-AD ACS/PASS Orange Tag Procedure

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Approved: \_\_\_\_\_ *Signature on File* \_\_\_\_\_  
Collider-Accelerator Department Chairman      Date

N. Williams

#### **4.1.2 C-AD ACS/PASS Orange Tag Procedure**

##### **1. Purpose**

This procedure details the steps for applying do not tamper orange tags on Access Controls System (ACS) equipment.

##### **2. Responsibilities**

2.1 All members of the C-AD ACS/PASS group must train in this procedure.

##### **3. Prerequisites**

3.1 Orange tags are attached to any device that is connected to the Security System, such as Power Supplies, Chipmunks, Lighting Contactors, Reversing Switches, and Transfer Switches etc. Orange Tags attached to equipment are there to inform people that special precautions must be taken when any work is to be performed to the equipment.

3.2 Receive memo or document from the system expert detailing the procedure for working on the device.

##### **5. Procedure**

5.1 In the Orange Tag Book, take the next available number.

5.2 Write what device the tag will be attached to in the book, sign and date.

5.3 Write the number on the Tag above the "Date Checked", adding your initials and date.

5.4 Attach Orange Tag to the device where it will be seen. The tag may be taped on the front of the device, or may be attached to a cable using a cable-tie, e.g. Chipmunk.

5.5 The Orange Tags and Log Book will be updated annually by signing all of the tags and logging in the logbook.

##### **6. Documentation**

6.1 An Orange Tag logbook shall be maintained by the C-A Access Control Group.

6.2 Memo or document from system expert. The memo or document will be an attachment to the orange tag logbook.

##### **7. References**

None

##### **8. Attachments**

None