

## WASHINGTON PUBLIC POWER SUPPLY SYSTEM

## PLANT PROCEDURES MANUAL

UNCONTROLLED COPY

PROCEDURE NUMBER	*1.3.8	APPROVED	<i>J. Martin</i>	DATE	06/09/82
VOLUME NAME	1 ADMINISTRATIVE PROCEDURES				
SECTION	1.3 CONDUCT OF OPERATIONS				
TITLE	*1.3.8 EQUIPMENT CLEARANCE AND TAGGING				

### 1.3.8.1 Purpose

This procedure provides direction for the proper method of requesting, issuing, lifting and releasing Clearance Orders (CO). The "Danger" and "Caution" tags are placed on plant equipment to provide for safety of personnel and equipment protection.

It must be understood that a Danger Tag Clearance Order and associated "Danger" tags represent a lifesaving procedure and SHALL BE INVIOATE. Violation of one of these tags or the Clearance Order procedure by anyone SHALL be sufficient cause for IMMEDIATE DISCIPLINARY ACTION.

### 1.3.8.2 Discussion

#### A. Definitions

"Danger" Tags are those red tags and stickers represented by Attachments I and II respectively and are used when personnel safety is of primary concern.

"Caution" Tags are those yellow tags and stickers represented by Attachments III and IV respectively and are used to provide temporary instructions or limited operation of equipment.

"Clearance Order Release" is the process of closing out a Clearance Order and thereby placing it into the "closed" section of the Clearance Order Log.

"Closed" Clearance Order is a Clearance Order that has been released, removed and is no longer in effect.

"Multiple" Clearance Order is a Clearance Order that provides work protection for more than one purpose or job while utilizing one Clearance Order and its associated tags.

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"Authorized Individual" shall be any permanent Supply System employee or any individual who is on the authorization list. The authorization list shall be maintained in the form of the Clearance Order Log and approved by the Operations Manager.

"Operator" is any individual in the Plant Operations Department.

"Redundant Verification" is that requirement directing a second individual to make an independent verification of correct equipment status for safety related equipment. This can be accomplished from the main control room when adequate status indication is available or by local status verification when necessary.

B. All Clearance Order Tags ("Danger" and "Caution") are placed, accounted for and removed only in conjunction with a properly authorized Clearance Order.

1. The "Danger" tag is placed as an assurance that the system or equipment will NOT be changed from the status tagged except as provided by this procedure.
2. The "Caution" tag is placed as an assurance that the system or equipment will be operated only as provided by the instruction or limitations described on the tag.
3. Because the two Clearance Order tags have different functions, the "Danger" tag shall have precedence and priority over a "Caution" tag.
4. This procedure allows for multiple use of a single clearance. These "multiple" Clearance Orders should be used only when the boundaries are mutual, common and uncluttered.

If any doubt exists, it is better to issue a redundant Clearance Order and associated tags.

5. This procedure provides for temporarily lifting of "Danger" tags, when work is complete, for testing of component just prior to Clearance Order Release.

#### 1.3.8.3 Procedure

The Clearance Order Log will be maintained in the Control Room. It consists of two loose leaf type binders, one for the "Danger" Clearance Orders and one for the "Caution" Clearance Orders. Each binder will be divided into two sections: an active section containing the Clearance Orders in effect and a closed section containing the Clearance Orders that have been closed.

On a monthly basis, a person designated by the Operations Manager will review both logs and take appropriate action to clear any unnecessary Clearance Orders.

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Closed Clearance Orders will remain in the closed section for a minimum of 30 days from date of closure. All closed Clearance Orders beyond the 30 days that are no longer needed shall be forwarded to the Plant Records Center for disposition.

A. Authority

The Shift Manager is responsible for administration of the the Clearance Order Program. This responsibility cannot be delegated. Signature authority for the functioning of the Clearance Order Program may be delegated. For purposes of this procedure processing the term Shift Manager shall include his signature designate unless specified otherwise. The authorized individual accepting the Clearance Order or continuing work under a Clearance Order issued to a work document is responsible for verifying a safe working condition.

B. Clearance Order Issuing

Clearance Orders may be issued in one of three methods. They may be issued to an authorized individual by name, person in charge of work by a work document, or Duty Shift Manager by title. In addition, during system lineup and testing, clearance orders can be issued to a work document number or to any authorized test engineer.

In the case of the latter two, the person currently in charge of the work or the on-duty Shift Manager accepts or releases the Clearance Order. Also, during system lineup and testing, test directors may accept or release clearance orders issued to their assigned test engineers.

The request for a Clearance Order is made through the Control Room, i.e., Plant Operations Department. An assigned operator will then determine the requirements to provide a safe work condition and initiate the appropriate Clearance Order Form, Attachment V or VI as directed below. These forms contain an original (white), a yellow and a pink copy. The pink copy is issued with the tags for use in processing the Clearance Order. The yellow copy is retained with the original in the active section of the log for use at the time of Clearance Order release.

1. Upon receipt of a Clearance Order request the assigned operator will:
  - a. Enter the "Equipment/System" description and the "Purpose" on the Clearance Order.
  - b. Determine the required tag locations and the desired component status and record this information in the "Tag Location" and "Tags Hung" sections of the Clearance Order. If more than ten tags are required, an addendum will be issued (Attachment VII). The use of an addendum will be



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not in the "Remarks" portion of the Clearance Order. The addendum is completed by recording additional tag locations and desired status for each component. The addendum is numbered with the same number as the Clearance Order and is attached to the Clearance Order proper.

- c. Number each tag with the Clearance Order number and the appropriate tag number shown in the "Tag Location" section of the Clearance Order.
  - d. Denote on each tag the equipment name and/or piece number and required component status.
  - e. Enter the work document number, authorized individual name or Shift Manager on the Clearance Order.
  - f. Present the tags and Clearance Order to the duty Shift Manager.
2. The Shift Manager will assure that the Clearance Order provides the safe conditions necessary for the protection of personnel and will:
- a. Sign the "Authorized By" in the "clearance issue" section and enter the date and time.
  - b. Assign an operator to hang the tags and place the equipment in the specified status.
3. The assigned operator will thoroughly review the operational tasks required and will then:
- a. Position valves, breakers, switches or other devices in the status specified.
  - b. Hang the tags and initial the Clearance Order original adjacent to the designated position for each component.
  - c. Inform the Shift Manager that the clearance has been placed.
4. The Supply System representative responsible shall thoroughly understand the requirement necessary to accomplish the work and the limits of the clearance and shall:
- a. Verify that the Clearance Order provides a safe working condition and so signify by signature in the "Accepted By" section of the Clearance Order. This signature is not intended to prevent an assigned craftsman from further verifying safe working conditions.
  - b. Notify the control room operator of start of work.

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### C. Clearance Order Release

Tags removal and Clearance Order release will be approved by the Shift Manager. It will be approved when the authorized individual to whom it is issued, the person in charge of the work under a work document, or the duty Shift Manager as the case may be has signed the "Released By" section of the Clearance Order original. This signature indicates that the work is complete or cancelled and that tag removal will not result in an unsafe situation.

1. Upon assuring that the clearance order has been properly released and that no safety hazards exists, the Shift Manager will authorize release of the Clearance Order by:
  - a. Indicating if "Redundant Verification" is required when the component is safety related.
  - b. Signing the "Authorized By" section of the Clearance Order and entering the "Date" and "Time" in the column provided.
  - c. Having the tags removed and the equipment returned to service. A column is provided on the Clearance Order to allow the Shift Manager to specify the component status following tag removal. This column ("Return Status") should be used when the Shift Manager determines that a specific component status is needed.
2. An assigned operator(s) will:
  - a. Remove the tags.
  - b. Return the equipment to service as required.
  - c. Initial the space provided adjacent to "Return Status" column.
  - d. When all tags are removed and accounted for, sign the "Tag(s) Accounted For By" section of the Clearance Order original and destroy the tags.
  - e. When redundant verification is necessary, a second individual will verify the return status requirement and initial in the space provided in the "Dual" initial column.

### D. Multiple Use of Clearance Order

Where more than one authorized work task is preplanned for a scheduled outage of a major piece of equipment or system, more than one clearance may be granted under a Clearance Order. The implementation of this provision requires the same procedures as described above except that the requests will normally be made in advance.

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Tags cannot be removed or equipment returned to service until all clearances have been released by the Shift Manager signing "Clearance Order Release Authorized By" section.

Clearance for additional work (see Section "E") may be granted under an existing Clearance Order at the discretion of the Shift Manager. When granting an additional work clearance under an existing Clearance Order, the purpose and the equipment description will be recorded in the "Remarks" section and the appropriate information and signatures recorded in the "Remarks" section and the appropriate information and signatures recorded in the "Clearance Issue" and "Clearance Release" sections.

E. Clearance Order Change

A change of clearance status will be utilized to allow: 1) additional work under an existing Clearance Order with additions to the "Tag Location" section, 2) removal of tags to allow return to service of a component or portion of a system, and 3) operation which the Shift Manager deems warrant a Clearance Order change.

Due to the complicated nature of the approvals and reviews involved in ensuring safe work conditions, under no condition will a Clearance Order be changed that already has more than one work document associated with it.

A change of clearance status is made only after the Shift Manager has reviewed the proposed change and determined that the change does not compromise the initial clearance order. If the proposed change represents a complicated shuffling of tags and/or an unwarranted opportunity for errors during the tagging process, the Shift Manager should issue a new clearance and a new set of tags. In addition to the Shift Manager's approval, the details for the proposed change shall be reviewed with an approved by the authorized individual responsible for associated Clearance Order. His initials adjacent to the changes will signify his approval.

A Clearance Order change shall be implemented as follows:

1. The addition and/or deletion of tags will be recorded in the "Tag Location" section and the changes initialed by the Shift Manager.
2. A description of the change and the reason for it will be recorded in the "Remarks" section and the entry initialed by the Shift Manager and the authorized individual responsible for the associated Clearance Order.
3. If the change allows additional work under the existing Clearance Order, the appropriate blank in the "Clearance Issue" and "Clearance Release" section will also be completed as per Section D above.

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#### F. Temporary Lifting of Tags

When there would be a great advantage to performing a brief checkout or test without releasing a Clearance Order, the Shift Manager and the authorized individual holding the Clearance Order can agree to temporarily lift some of the tags. Only checkout or test that should take a short time (less than one hour) are allowed. They may not run through a shift change. If the Clearance Order is a multiple Clearance Order, temporary lifting of the tags is not permitted. The temporary lifting may be terminated at any time by either of the agreeing parties.

The sequence is as follows:

1. Agreement between the Shift Manager and the authorized individual holding the Clearance Order as to need and limits of the test and tag lifting.
2. An operator will be assigned to temporarily lift the specified tags and perform the test as directed. The assigned operator must stay in the area of the equipment or where the tags were lifted while the tags are removed. He is to have no other duties or interference.
3. After the test, the assigned operator will insure the components are returned to their tagged position and the tags replaced.

#### 1.3.8.4 Attachments

- |    |                  |  |
|----|------------------|--|
| A. | Attachment I     | - Red Danger Tag                       |
| B. | Attachment II    | -- Red Danger Sticker (later)          |
| C. | Attachment III   | - Yellow Caution Tag                   |
| D. | Attachment IV    | - Yellow Caution Sticker (later)       |
| E. | Attachment V     | - Danger Tag Clearance Order           |
| F. | Attachment VI    | - Caution Tag Clearance Order          |
| G. | Attachment VII   | - Danger Tag Clearance Order Addendum  |
| H. | Attachment VIII  | - Caution Tag Clearance Order Addendum |
| I. | Attachment VIIII | - Clearance Order Flow Path            |



**DANGER**

DO NOT REMOVE THIS TAG  
WITHOUT PROPER AUTHORITY

 SAFETY  
FIRST

TAG NO. \_\_\_\_\_

CLEARANCE ORDER NO. \_\_\_\_\_

EQUIPMENT NO. \_\_\_\_\_

REQUIRED STATUS \_\_\_\_\_

**DANGER**

**DO  
NOT  
OPERATE**

UNAUTHORIZED PLACEMENT OR  
REMOVAL OF THIS TAG WILL BE  
CAUSE FOR DISCIPLINARY ACTION

**SEE OTHER SIDE**

Attachment I

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LATER

Attachment II

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DO NOT REMOVE  
THIS TAG

SEE OTHER SIDE



TAG NO. \_\_\_\_\_



OPERATION  
LIMITED

EQUIPMENT STATUS: \_\_\_\_\_

REASON: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

TAGGING AUTHORITY: \_\_\_\_\_

DATE: \_\_\_\_\_

Attachment III

LATER

Attachment IV

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WASHINGTON PUBLIC POWER SUPPLY SYSTEM  
DANGER TAG  
CLEARANCE ORDER

NO:

DATE:

EQUIPMENT/SYSTEM

PURPOSE

NOTE: SHIFT MANAGER'S COPY IS OFFICIAL COPY. PINK  
& YELLOW COPIES ARE FOR INFORMATION ONLY.

TAGS MISSING

TAGS REMOVED

TAG LOCATION		POSITION	INITIAL	RETURN STATUS	INITIAL
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

CLEARANCE ISSUE

CLEARANCE RELEASE

DATE	TIME	ISSUED TO	AUTHORIZED BY	ACCEPTED BY	RELEASE BY	DATE	TIME

CLEARANCE ORDER RELEASE AUTHORIZED BY:  
REDUNDANT VERIFICATION REQUIRED: (Int)

DATE:

TIME:

REMARKS

TAG(S) ACCOUNTED FOR BY

DATE

WP-598

Attachment V

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WASHINGTON PUBLIC POWER SUPPLY SYSTEM  
CAUTION TAG  
CLEARANCE ORDER

NO.

DATE.

EQUIPMENT/SYSTEM

PURPOSE

NOTE: SHIFT MANAGER'S COPY IS OFFICIAL COPY. PINK  
& YELLOW COPIES ARE FOR INFORMATION ONLY.

TAGS HUNG

TAGS REMOVED

TAG LOCATION		POSITION	INITIAL	RETURN STATUS	INITIAL
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

CLEARANCE ISSUE

CLEARANCE RELEASE

DATE	TIME	ISSUED TO	AUTHORIZED BY	ACCEPTED BY	RELEASE BY	DATE	TIME

CLEARANCE ORDER RELEASE AUTHORIZED BY:

DATE:

TIME:

REDUNDANT VERIFICATION REQUIRED: (Int)

REMARKS

TAG(S) ACCOUNTED FOR BY

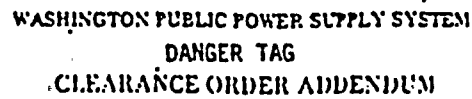
DATE

WP-598

Attachment VI

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TAGS REMOVED

**INITIAL**

[illegible]

Attachment VII

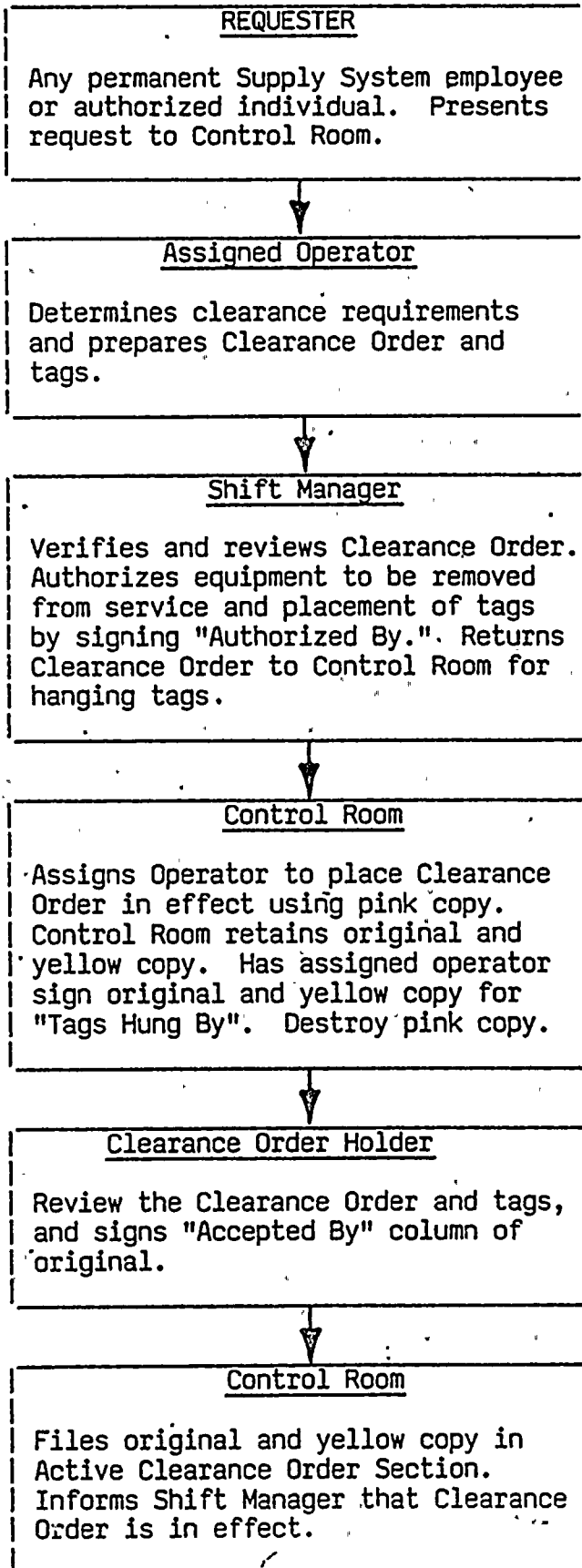
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## CLEARANCE ORDER FLOW PATH

### Clearance Order Issuing



### Clearance Order Releasing

