

UNCONTROLLED COPY

WASHINGTON PUBLIC POWER SUPPLY SYSTEM

PLANT PROCEDURES MANUAL

WNP-2

PROCEDURE NUMBER	APPROVED	DATE
*1.3.8	<i>[Signature]</i>	11/07/83
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 INVIOLATE. 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 represented by Attachments I and II respectively and are used when personnel safety is of primary concern.

"Caution" Tags are those yellow tags 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"Closed" Clearance Order is a Clearance Order that has been released, removed and is no longer in effect.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 knowledgeable individual to make an independent verification of correct equipment status for safety related and fire protection 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.
 6. Clearance orders to Supply System personnel under a BPA switching clearance will not contain a listing of tags placed. Tagging in this situation is performed by BPA personnel in conformance with BPA procedures. Refer to PPM 1.3.26.

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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 the first of the month (plus or minus 1 week), a person designated by the Operations Manager will review both logs and take appropriate action to clear any unnecessary Clearance Orders.

A person assigned by the Operations Manager will spot check the physical status of tags in the field at least every 60 days. This check will be for proper placement of tags, legibility of tags and for unauthorized tags.

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 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.

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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 proceed as follows:

NOTE: Clearance orders issued to Supply System personnel under a BPA switching clearance does not allow tagging by Supply System personnel. Proceed to Step 1.3.8.3.B.4.

- 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 noted 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 and/or functional requirement for the component the tag is hung on (i.e., for a pushbutton switch pump off/do not depress).
 - 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:

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- 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 to accept the clearance 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 was properly implemented 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.

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.

NOTE: If the person the clearance is issued to cannot be contacted for a clearance release, then the worker's supervisor or Department Manager can initiate the release after satisfying himself that equipment and personnel safety will not be jeopardize. As a last resort, the Shift Manager has the authority to initiate a clearance release.

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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 the following procedure.

NOTE: Clearance orders existing under a BPA switching clearance do not necessitate tags being removed by Supply System personnel in accordance with PPM 1.3.26.

- a. Indicating "Redundant Verification" is required when the component is safety related or fire protection.
- 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 proceed as follows:

NOTE: The following Sections (1.3.8.3.c.2.a through e) do not apply to clearance orders existing under a BPA switching clearance.

- 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 knowledgeable 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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1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100

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.

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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.

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.

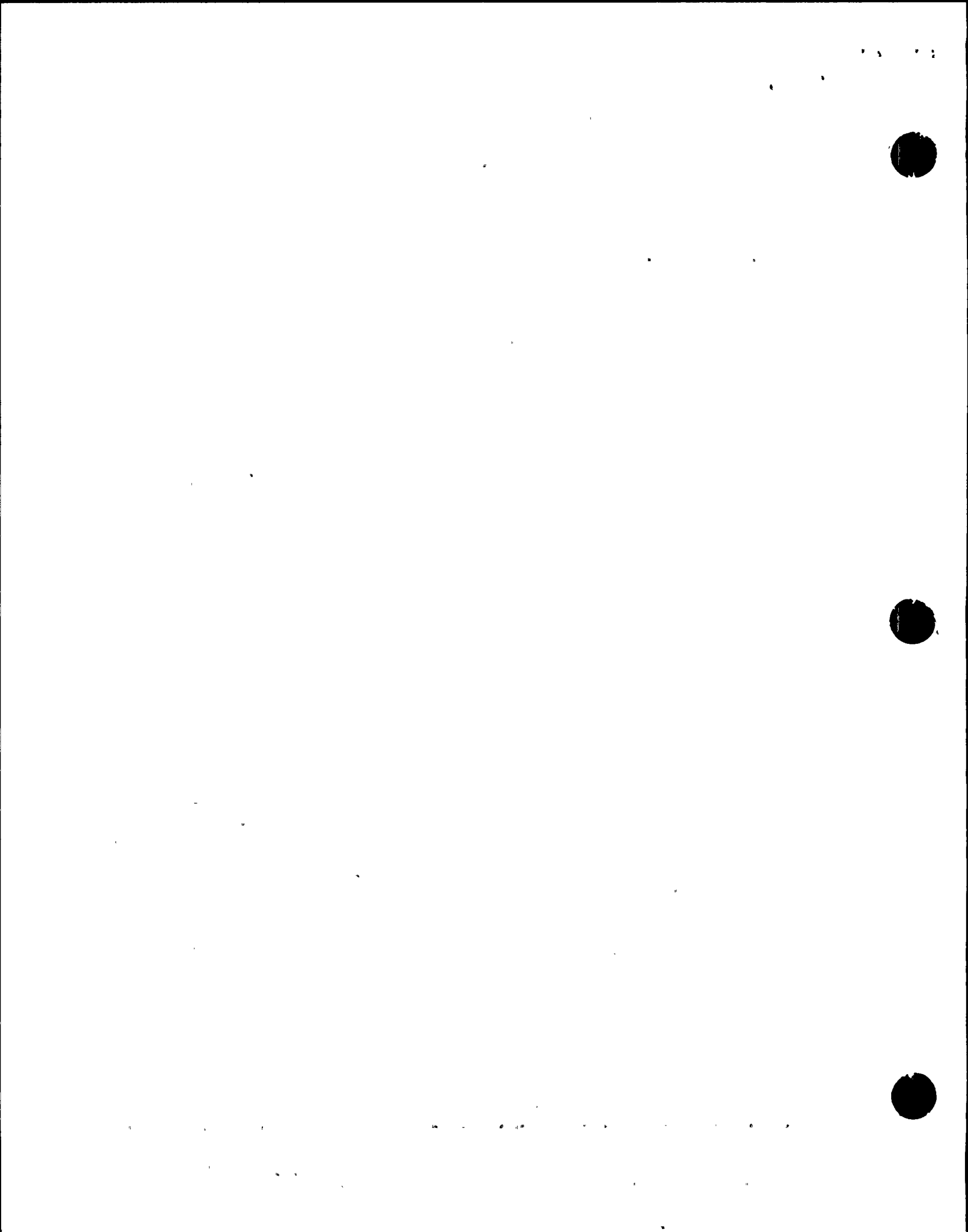
The sequence is as follows:

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 Tags for Panels
- C. Attachment III - Yellow Caution Tag
- D. Attachment IV - Yellow Caution Tags for Panels
- 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

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RED DANGER TAG

DANGER

DO NOT REMOVE THIS TAG
WITHOUT PROPER AUTHORITY

 SAFETY
FIRST

TAG NO. _____
CLEARANCE ORDER NO. _____
EQUIPMENT NO. _____
REQUIRED STATUS _____

DANGER

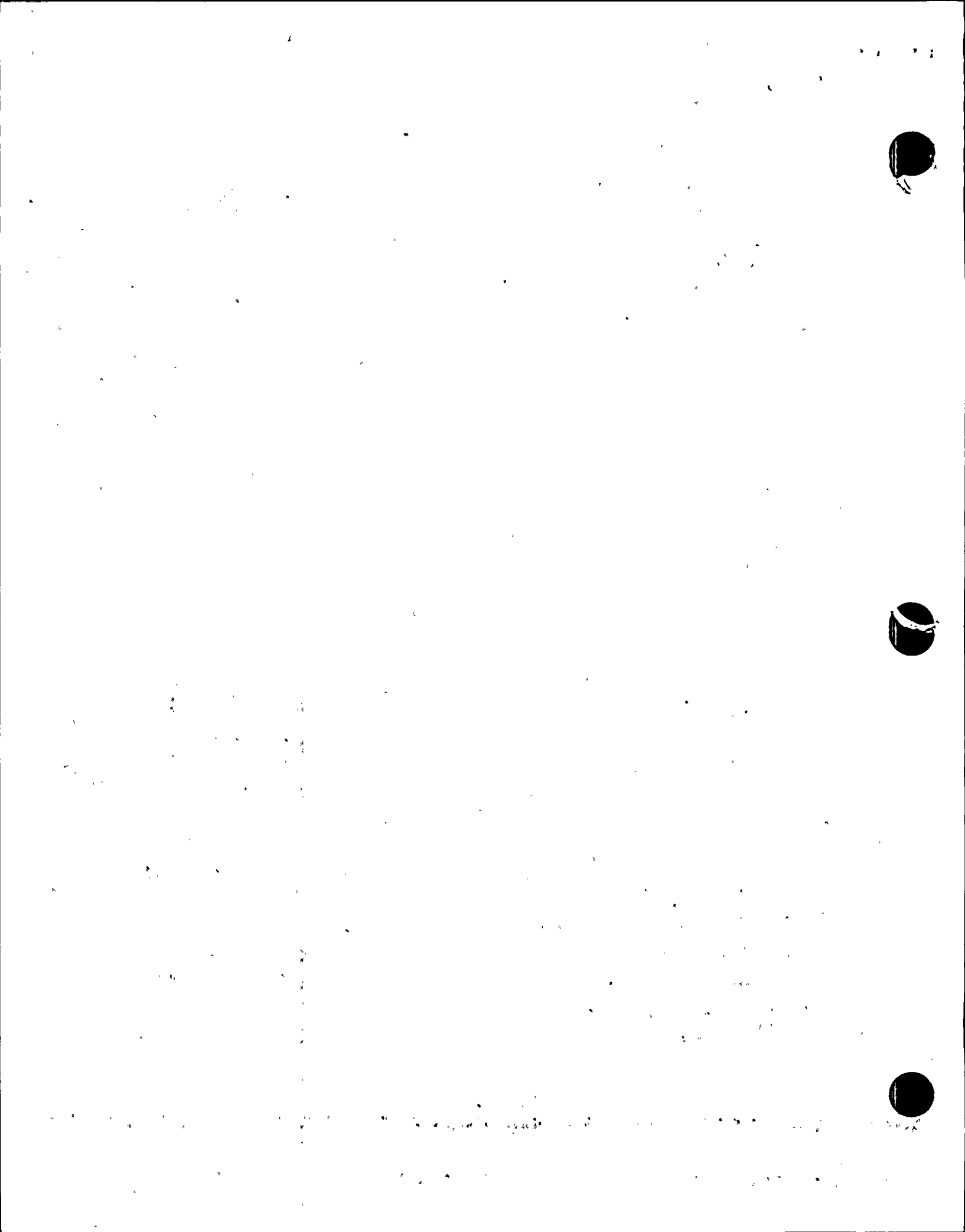
DO NOT OPERATE

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

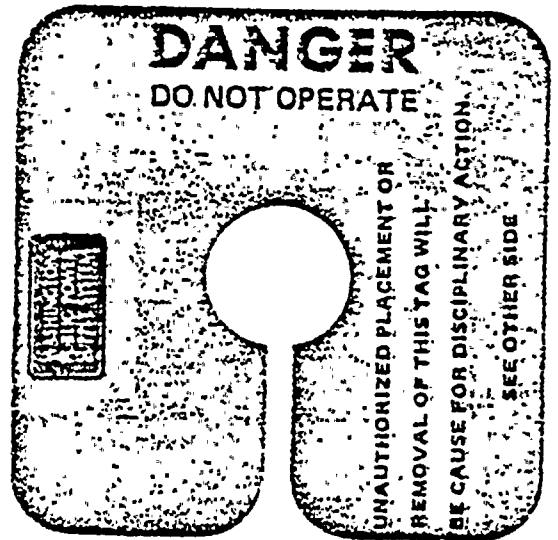
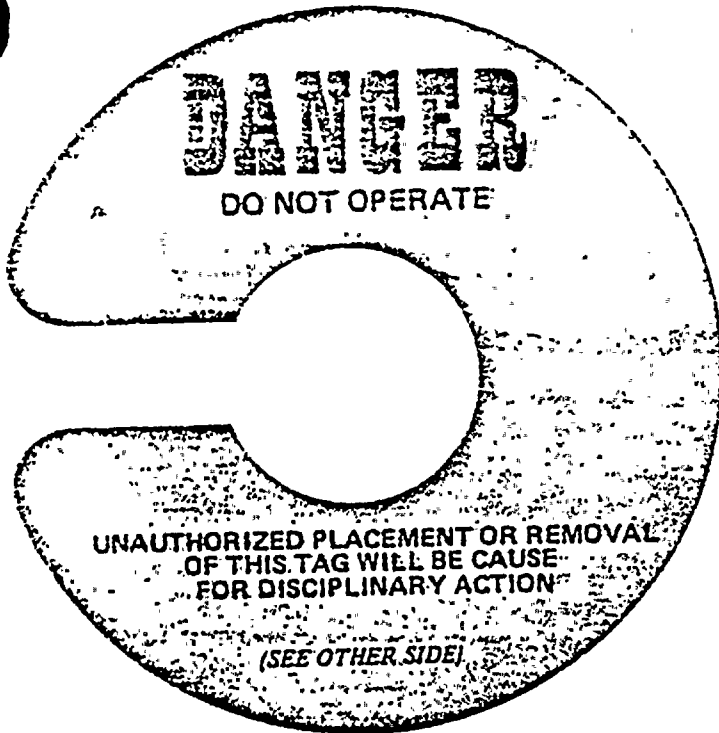
SEE OTHER SIDE

Attachment I

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RED DANGER TAG FOR PANELS



Attachment II

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YELLOW CAUTION TAG



TAG NO. _____

CAUTION

CAUTION

**DO NOT REMOVE
THIS TAG**

**OPERATION
LIMITED**

EQUIPMENT STATUS: _____

REASON: _____

TAGGING AUTHORITY: _____

DATE: _____

SEE OTHER SIDE

Attachment III

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YELLOW CAUTION TAG FOR PANELS

CAUTION
DO NOT REMOVE THIS TAG

(SEE OTHER SIDE)

STATUS _____

CAUTION
OPERATION LIMITED

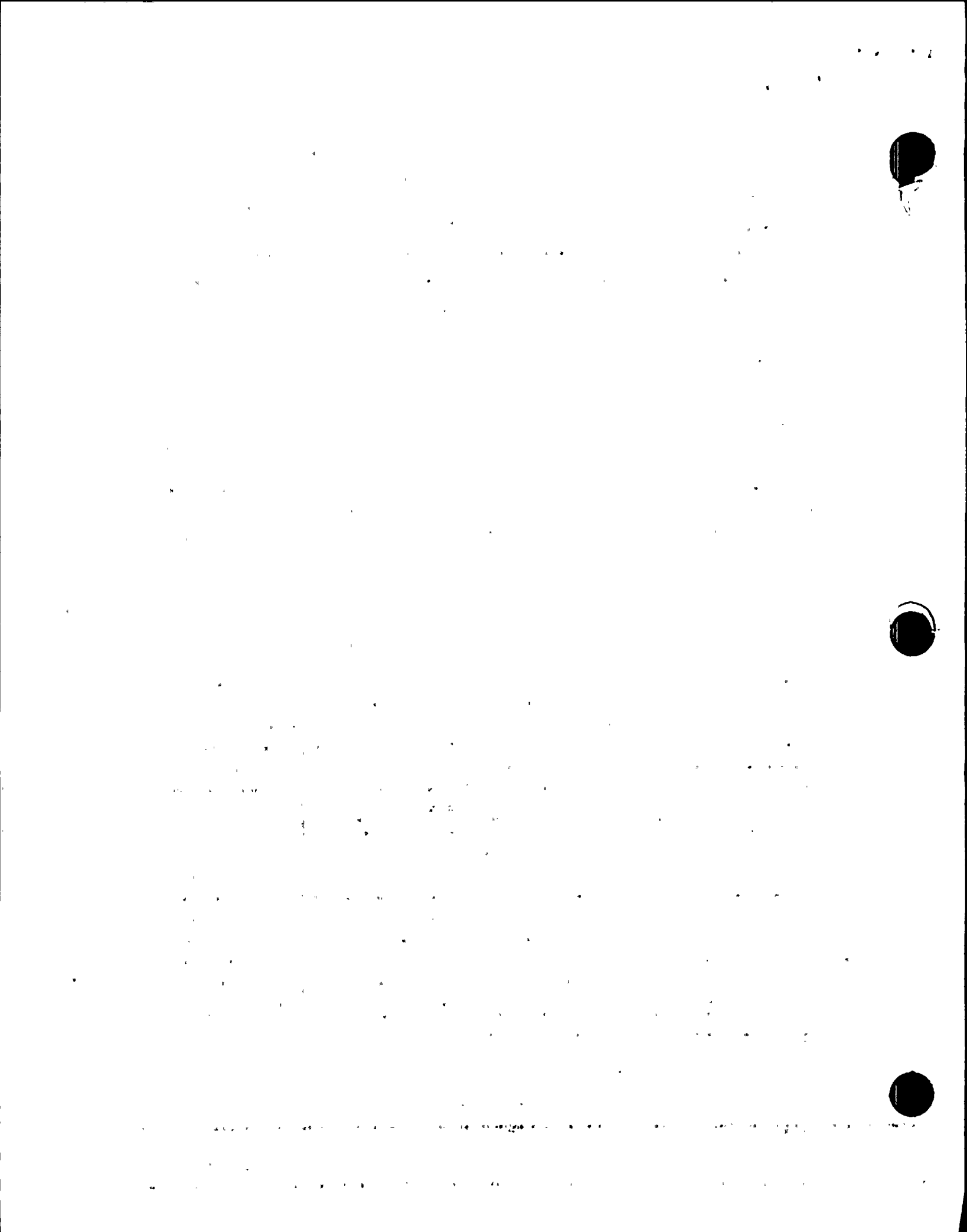
WASHINGTON
PUBLIC POWER
SUPPLY SYSTEM

TAG NO. _____
C.O. NO. _____
EPN _____


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Attachment IV

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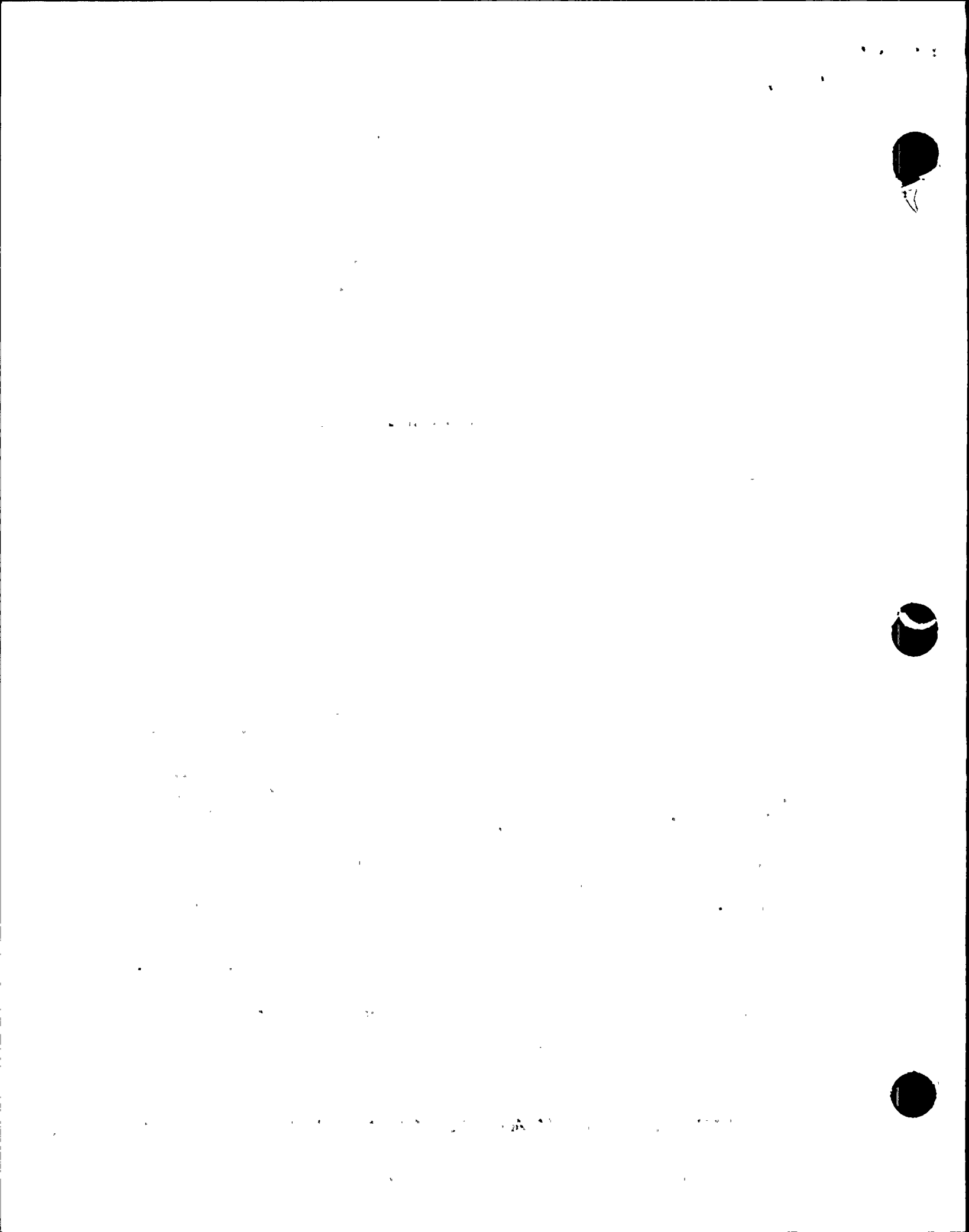
DANGER TAG CLEARANCE ORDER

	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 USING	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
CLEARANCE ORDER RELEASE AUTHORIZED BY:		DATE:	TIME:
REBUNDANT VERIFICATION REQUIRED: (Int)			
REMARKS			
TAG(S) ACCOUNTED FOR BY			DATE


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Attachment V

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CAUTION TAG CLEARANCE ORDER

	WASHINGTON PUBLIC POWER SUPPLY SYSTEM CAUTION TAG CLEARANCE ORDER	NO: _____ DATE: _____
EQUIPMENT/SYSTEM		
PURPOSE		
NOTE: SHIP MANAGER'S COPY IS OFFICIAL COPY. PINK & YELLOW COPIES ARE FOR INFORMATION ONLY.		
TAG LOCATION	TAGS HUNG	TAGS REMOVED
POSITION	INITIAL	RETURN STATUS
INITIAL	INITIAL	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	DATE
TIME	DATE	TIME
CLEARANCE ORDER RELEASE AUTHORIZED BY:		DATE:
REDUNDANT VERIFICATION REQUIRED: (Int)		TIME:
REMARKS		
TAG(S) ACCOUNTED FOR BY		DATE

Attachment VI

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DANGER TAG CLEARANCE ORDER ADDENDUM



WASHINGTON PUBLIC POWER SUPPLY SYSTEM DANGER TAG CLEARANCE ORDER ADDENDUM

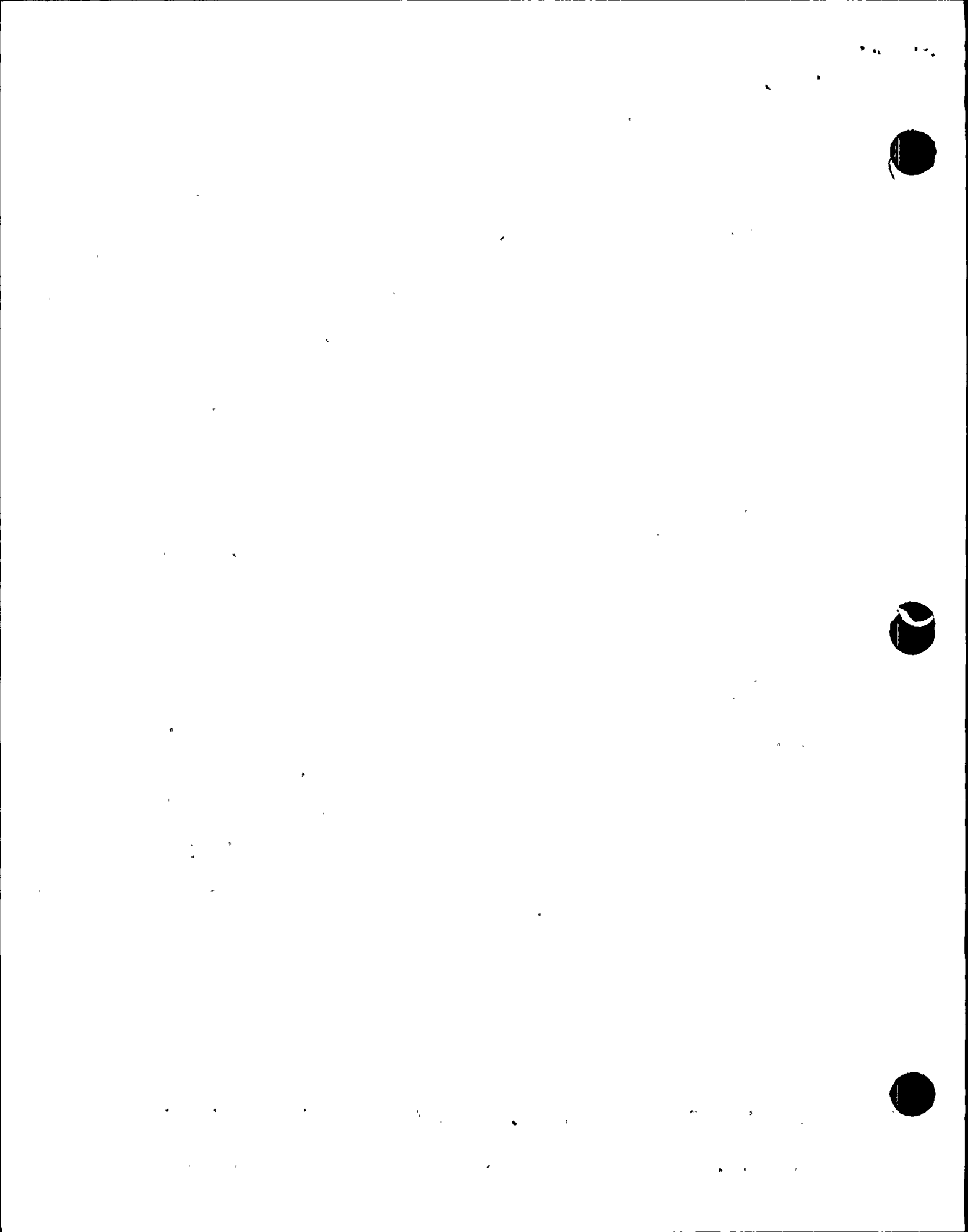
C.S. NO.		DATE			
NOTE: SHIFT MANAGER'S COPY IS OFFICIAL COPY. PINK & YELLOW COPIES ARE FOR INFORMATION ONLY.			TAGS WITH	TAGS REMOVED	
TAG LOCATION	POSITION	INITIAL	RETURN STATUS	INITIAL	

REMARKS

Attachment VII

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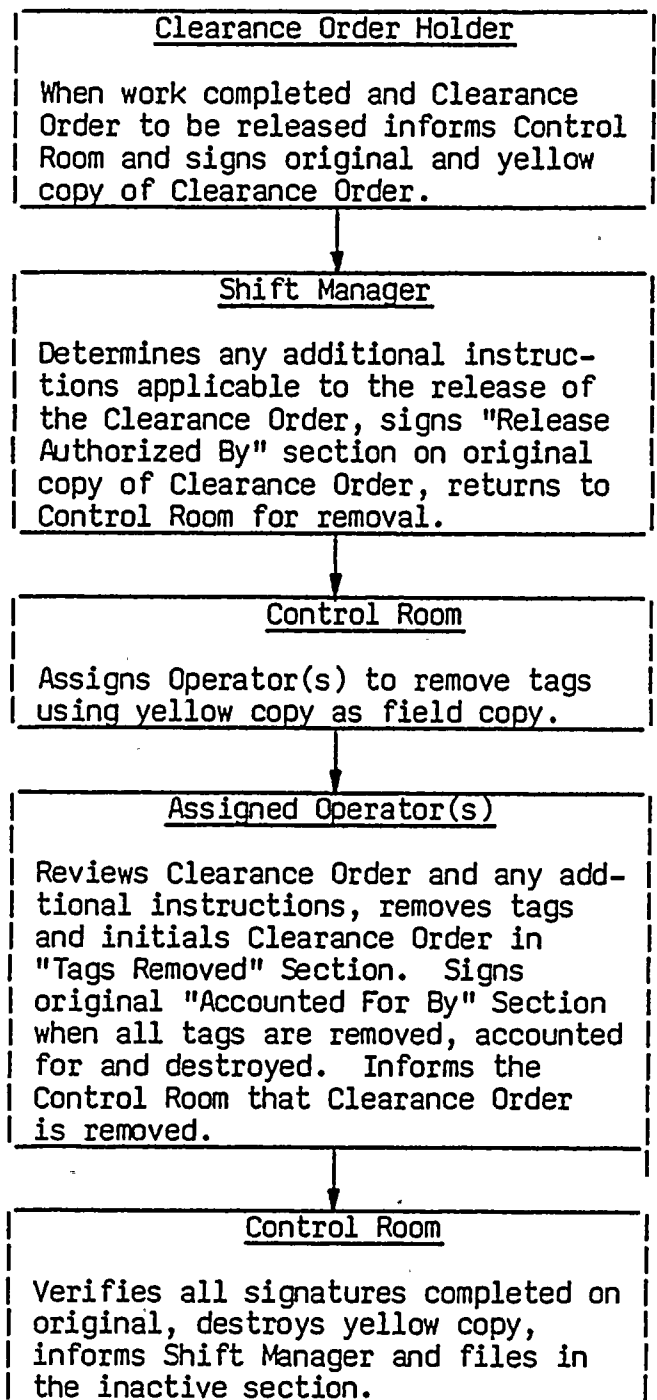
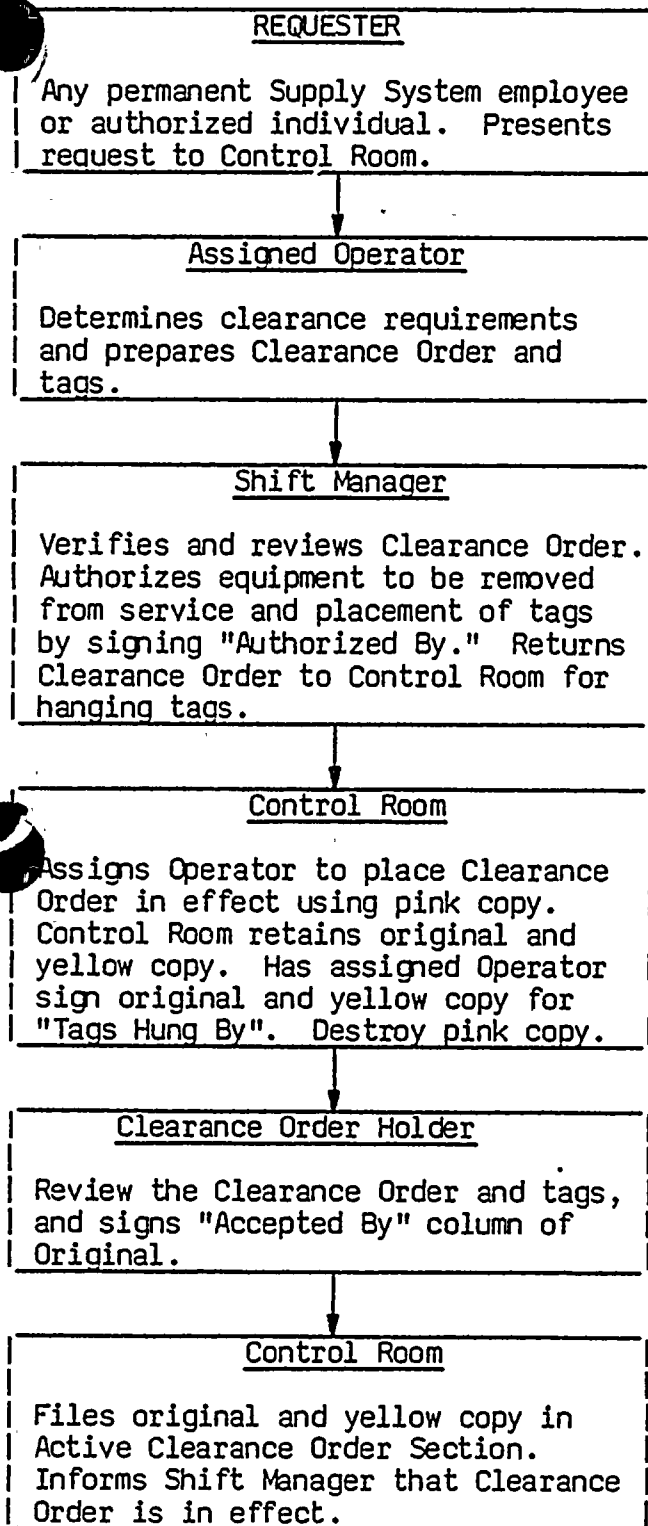
WP-388 R1 (3-83)



CLEARANCE ORDER FLOW PATH

Clearance Order Issuing

Clearance Order Releasing



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