



COMDTINST 9077.1D
08 NOV 2018

COMMANDANT INSTRUCTION 9077.1D

Subj: EQUIPMENT LOCKOUT/TAGS-PLUS INSTRUCTION

Ref: (a) Equipment Lockout/Tags-Plus Tactics, Techniques, and Procedures (TTP),
CGTTP 4-07.1 (series)
(b) Control of Hazardous Energy (Lockout/Tags-Plus), 29 CFR § 1915.89

1. PURPOSE. This Instruction dictates policy and expectations that must be followed aboard all Coast Guard cutters and boats to prevent the inadvertent energizing or startup of machinery, equipment, or systems, or the release of hazardous energy that could endanger personnel or equipment. Reference (a) details specific techniques and procedures that are used to satisfy this policy.
2. ACTION. The provisions of this Instruction apply to all U.S. Coast Guard cutters and boats. Internet release is authorized.
3. DIRECTIVES AFFECTED. Equipment Tag-Out Procedure, COMDTINST 9077.1C, is hereby cancelled.
4. DISCUSSION.
 - a. Reference (a) must be used aboard all Coast Guard cutters and boats to prevent the inadvertent energizing or startup of machinery, equipment, or systems, or the release of hazardous energy that could endanger personnel or equipment. These procedures also prevent improper operation of machinery, equipment, and systems when safety devices (e.g., locking devices, seals, or blank flanges) are installed for testing, maintenance, or casualty correction. Reference (a) ensures Coast Guard cutters and boats comply with Reference (b) requirements.
 - b. Compliance with Reference (b) requirements is mandatory in the course of all shipyard employment work. Shipyard employment work includes maintenance at a shipyard, as well as work performed during a pierside availability in homeport or elsewhere by non-

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military personnel (e.g., shipyard employees, government civilian employees, equipment technical representatives, field service engineers, or other contractors). Compliance with Reference (b) is also mandatory at all times operations allow and not just in the course of shipyard employment work.

- c. Annual proficiency training must be conducted using Reference (a).
- d. Lockout/Tag-Out Log:
 - (1) The Operational asset (cutter or station) is considered the host employer at all times the crew remains present, and must maintain control of the lockout/tags-plus system and log. Only when the crew is not present at an availability will the maintenance facility be considered the host employer and assume control of the lockout/tags-plus system and log.
 - (2) Cutter class determines the number of lockout/tag-out logs maintained. WMSL, WHEC, WMEC, and WAGB class cutters must have two lockout/tag-out logs, maintained by the operations and engineering departments respectively:
 - (a) The operations department lockout/tag-out log is used for all ship systems and equipment not under the cognizance of the engineering department. This log should be maintained on the bridge or other location as designated by the commanding officer/officer in charge.
 - (b) The engineering department lockout/tag-out log is used for cutter boats, propulsion plant, auxiliary, electrical, and damage control systems and equipment, as well as other systems and equipment in engineering spaces. This log should be maintained in engineering main control room or other location as designated by the engineer officer/engineering petty officer.
 - (3) All other cutter classes must have a single lockout/tag-out log maintained by the engineering department.
 - (4) All shore boat units must also have a single lockout/tag-out log for all assets assigned to their unit.
 - (5) Each lockout/tag-out log must include:
 - (a) A copy of Reference (a) and any amplifying instructions for administering the lockout/tag-out process, in the front of the log.
 - (b) A copy of the authorizing officer memorandum(s) of designation. Commanding officers/officers in charge must designate authorizing officers in writing. See Reference (a) for a sample authorizing officer designation memorandum.

- (c) Index and record of audit sheet(s).
 - (d) Active lockout/tag-out record sheets.
 - (e) Cleared lockout/tag-out record sheets.
 - (f) Spare index and record sheets.
- (6) Audit all indexes, record sheets, and “tags hanging” of each lockout/tag-out log every two weeks. After successful completion of this audit, inactive record sheets not related to an ongoing incident/incident abatement plan can be destroyed. Retain all records related to an ongoing incident/incident abatement plan until the incident is fully resolved. Retain index and record of audit sheets for a full year, after which they can be destroyed.
- e. Iterative Lockout/Tags-Plus. The authorizing officer can designate an individual, such as a work supervisor, to act as the “on-site authorizing officer” for repetitive lockout/tags-plus systems associated with specific iterative tests or maintenance evolutions. Examples of such evolutions include elevator operability testing requiring numerous inspection points and propulsion plant equipment testing requiring iterative adjustments of balance valves, speed limiting governors, over-speed trips, etc., using repetitive isolations. See Reference (a) for iterative lockout/tags-plus procedures.
 - f. Preventive Maintenance System (PMS) Lockout/Tags-Plus. Optional lockout/tags-plus procedures for certain PMS actions are authorized when specifically approved by the department head and commanding officer/officer in charge. PMS actions that require participation by two or more divisions, and those necessitating more than one working day to complete, are prohibited from using these optional procedures. These optional PMS procedures are suspended upon entering a shipyard or depot level maintenance availability. See Reference (a) for optional PMS lockout/tags-plus procedures.
 - g. Out of Calibration/Out of Commission Instrument Labels. The decision to use Out of Calibration or Out of Commission instrument labels must be made on a case-by-case basis.
 - (1) If the instrument error is small and consistent, an Out of Calibration label can be used and the operator can continue to use the instrument for plant or equipment operation. Mark the label with the magnitude, sign, and units of the required correction.
 - (2) When an Out of Commission label is used, the instrument must not be used for plant or equipment operation.
 - (3) Instrument labels must be attached and removed in the same manner as danger and caution tags. The authorizing officer authorizes the use of instrument labels by signing the label and the instrument log sheet. Unlike equipment lockout/tag-out procedures, a second person independently verifying the labels is not required.

Affix instrument labels to the exterior surface of the affected instrument so operators can easily determine the status. Labels must be immediately removed when appropriate corrective action has been completed.

- (4) Access Out of Calibration and Out of Commission instrument labels at:
<https://navalforms.documentservices.dla.mil/web/public/home>
 - (5) Record use of Out of Calibration and Out of Commission labels using NAVSHIPS 9890/10, Instrument Log Sheet:
https://navalforms.documentservices.dla.mil/formsDir/NAVSEA_9890_10_424.pdf
 - (6) Maintain instrument log sheet(s) in the back of the lockout/tag-out log.
5. DISCLAIMER. This guidance is not a substitute for applicable legal requirements, nor is it in itself a rule. It is intended to provide guidance for Coast Guard personnel and is not intended to nor does it impose legally-binding requirements on any party outside the Coast Guard.
 6. MAJOR CHANGES. This guidance has been significantly altered and now only contains core policy requirements to ensure the proper execution of this vital program. The core content from the previous version is now detailed within Reference (a), which allows for greater consistency and dissemination of policy information to the fleet.
 7. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS.
 - a. The development of this Instruction and the general policies contained within it have been thoroughly reviewed by the originating office in conjunction with the Office of Environmental Management, Commandant (CG-47). This Instruction is categorically excluded under current Department of Homeland Security (DHS) categorical exclusion (CATEX) A3 from further environmental analysis in accordance with "Implementation of the National Environmental Policy Act (NEPA)", DHS Instruction Manual 023-01-001-01 (series).
 - b. This Instruction will not have any of the following: significant cumulative impacts on the human environment; substantial controversy or substantial change to existing environmental conditions; or inconsistencies with any Federal, State, or local laws or administrative determinations relating to the environment. All future specific actions resulting from the general policy in this Instruction must be individually evaluated for compliance with the National Environmental Policy Act (NEPA), Department of Homeland Security (DHS) and Coast Guard NEPA policy, and compliance with all other applicable environmental mandates.
 8. DISTRIBUTION. No paper distribution will be made of this Instruction. An electronic version will be located on the following Commandant (CG-612) web sites:
Internet: <http://www.dcms.uscg.mil/directives>
CGPortal: <https://cg.portal.uscg.mil/library/directives/SitePages/Home.aspx>

9. RECORDS MANAGEMENT CONSIDERATIONS. This Instruction has been thoroughly reviewed during the directives clearance process, and it has been determined there are no further records scheduling requirements, in accordance with Federal Records Act, 44 U.S.C. 3101 et seq., NARA requirements, and Information and Life Cycle Management Manual, COMDTINST M5212.12 (series). This policy does not have any significant or substantial change to existing records management requirements.
10. FORMS/REPORTS. None.
11. REQUEST FOR CHANGES. Units and individuals can recommend changes by email via their chain of the command to Commandant (CG-452) at HQS-SMB-CG45@uscg.mil.

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