

ADMINISTRATIVE PROCEDURE

“ABANDONED” EQUIPMENT TAG INSTALLATION

APPLICATION

Installing tags on equipment that is abandoned and thus no longer an LBNL maintenance responsibility. This procedure must be followed to ensure inventory control of plant equipment, making its status clear.

Applies to Facilities maintenance supervisors, plant inspection personnel, and employees who will be installing hanging tags on plant equipment.

SPECIAL INSTRUCTIONS

- Anyone installing tags must have a clear understanding of process and supervisor approval to install tags.
- Information on the tags must be accurate and complete.
- Equipment identified by tag as abandoned must be electrically disconnected and completely inoperable. Physical gap shall be provided to confirm electrical and mechanical isolation.

WORK STEPS

- a) Review with area manager/responsible party.
- b) Set up a workorder to disconnect piping ducting/electrical power. A physical gap of 12" shall be provided.
- c) Request an Equipment Status Change. Include equipment ID number and detail of equipment status.
- d) Update equipment records to reflect equipment status:
 - Abandoned
 - Date
 - Reason why abandoned
 - Technician's name
 - PM status change
 - PM last required
- e) HVAC Shop to recover refrigerant, if any, in equipment

RESPONSIBILITIES AND CONTROLS

Provide signature lines as follows:

Rev. No.	SME/Title	Approved/Title	Date	Effective Date
1	 Larry Begley Preventative Maintenance Supervisor	 Ken Fletcher Operations Department Head	4/7/09	_____

Facilities Division

Abandoned
Equipment

DO NOT OPERATE

Date: _____ Name: _____

For information call x 5481