

## NOTE

This form is used to approve training materials that do not have a review/approval block.

**\*TRAINING MATERIAL NUMBER:**

FCBT-ADM-WOH

Rev 15

**\*TRAINING MATERIAL TITLE:**

Work Order Holder Training

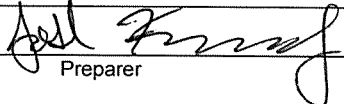
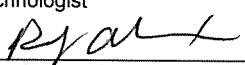
Estimated time to complete: 1 Hour

- ☒ Lesson Plan
 ☐ Qualification Document
 ☐ Graded Approach to Training  
☐ Lab Guide
 ☐ Simulator Exercise Guide
 ☐ Training Program Description  
☐ Training Form
 ☐ Familiarization Guide
 ☐ Other \_\_\_\_\_  
☐ New Material
 ☒ Minor Revision
 ☐ Major Revision
 ☐ Cancellation

Material Superseded Rev 14**REASON FOR REVISION** (include reason for site specific exception date as necessary):

Minor Revision to update procedure references and to optimize PowerPoint for implementation as CBT.

**REVIEW / APPROVAL:****WT Tracking Approval (if applicable):**

Prepared By:	Josh Kanady		3/27/20
		Preparer	Date
*Reviewed By:	B Sullivan (r10)		9/18/2017
		Technical Reviewer (e.g., SME, line management)	Date
**Instructional Adequacy Determined By:	L. Alexander (r10)		9/18/2017
		Instructional Technologist	Date
Approved By:	Robert Alexander		4-14-2020
		Discipline Training Superintendent/Supervisor or Fleet Training Manager	Date

\*Technical review N/A for training forms and graded approach to training topics.

\*\*Instructional adequacy review is N/A for training forms and training program descriptions.

Use forms TQF-201-DD06, Training Material Checklist or TQF-210-DD01, Simulator Exercise Guide Checklist as appropriate for review and approval of training materials.

Forms TQF-201-DD06 and TQF-210-DD01 are not required for training forms and training program descriptions.

**SUBMITTED TO TRAINING RECORDS IN ACCORDANCE WITH EN-AD-103, DOCUMENT CONTROL AND RECORDS MANAGEMENT PROCESS:**

  
 INITIAL

  
 DATE

## ENTERGY NUCLEAR

Page 1

E-DOC TITLE:

TRAINING ITEM APPROVAL

E-DOC NO.

TQF-201-DD01

REVISION NO.

24

**WORK ORDER HOLDER TRAINING**  
**FCBT-ADM-WOH Rev. 15**



EN-OP-102 Protective and Caution Tagging  
AND  
EN-FAP-OP-019 eSOMS Clearance Module User's Manual

**Work Order Holder Training**



**NOTES**

The current revisions of EN-OP-102, Protective and Caution Tagging, EN-FAP-OP-019 eSOMS Clearance Module Users Manual AND EN-IS-123 Electrical Safety must be available for reference while completing this training AND the associated examination.

This training will familiarize you with your responsibilities as a Work Order Holder, the tasks necessary to perform those responsibilities and the sections of EN-OP-102 that govern that responsibility. It is expected that you will reference EN-OP-102, EN-FAP-OP-019 and EN-IS-123 as you perform this training, while you take the qualifying exam AND as you perform your role as a Work Order Holder.

This presentation was written using EN-OP-102, revision 24. This CBT will NOT be revised unless technical content in the procedure has changed. Therefore, if the procedure numbering has changed, section heading references may not be valid.



### How to navigate in the training environment!

This training is web-based. The content that you are reading is presented in a web browser environment. This means that you may need to use scroll bars to view all of the text on the page.

To move from page to page, use the arrow buttons (◀ ▶) at the bottom left of the frame.

When you see text that is underlined that indicates that it is hyperlined information. Click on it to view the linked content.

When there is an arrow that says, "continue", click that arrow to move forward in the presentation.

If there is a review question, click the rectangle containing the correct answer before you move on in the training.

To begin your training, click the arrow button at the bottom of this window.

### WORK ORDER HOLDER

#### Operating Experience: What Can Go Wrong?



If you were asked:

- Do you perform your work safely AND as directed in station procedures to prevent injuring yourself and other workers?
- You would likely answer with a resounding 'Yes'



**WORK ORDER HOLDER****Operating Experience: What Can Go Wrong?****Tagout Holder risks safety of workers under Tagout.**

**March 2014** The Tagout Holder walked down all of the tagged components on a Tagout with the exception of the tagged system isolation valve. As the crew began to open the system, an observer stopped the crew and asked how they were protected, where that valve was located and if they had checked the valve. They answered 'No.'

Workers then found the isolation valve (SA-114C) and verified the tag was properly hung. The crew was coached that this isolation valve is required for their protection from the system pressure and requires verifying before opening the system.

**WORK ORDER HOLDER****Operating Experience: What Can Go Wrong?****Employees injured in electrical arc flash events**

**On August 31, 2010**, a vendor employee working at Crystal River Unit 3 was severely injured from an electrical arc flash. The individual received second and third-degree burns over a significant portion of his body and was transported to an off-site medical facility for emergency medical care. The injuries were ultimately fatal. The injured employee was not wearing required personal protective equipment and was not following required safe work practices. In addition, the responsible

contract company did not provide sufficient control and oversight of the work to ensure worker safety.

**In April 2013**, an arc flash occurred during maintenance activities at Callaway Energy Center on a safeguards transformer located in the plant switchyard, injuring four supplemental workers, with one requiring transport by helicopter and two by ambulance to a local hospital. The fourth person experienced a minor injury.

**WORK ORDER HOLDER****Operating Experience: What Can Go Wrong?****Workers perform tasks without Tagout protection 2010-2014**

Operations personnel asked if a Tagout could be removed. They learned that the damper inspection work order was complete. However, the work order holder and Tagout holder had not signed on to the clearance.

An employee questioned electrical workers as they were about to perform work on a transformer. The transformer had not been tagged out. Although the work order stated that a clearance was required, neither the employees nor their supervisor were aware of the need for a clearance.

An engineer performed pump shaft tolerance measurements without signing onto the Tagout.

A Radiation Protection Technician broke the plane of the area isolated for worker protection without signing onto the Tagout.

Work order holders signed on to Tagout and performed work without receiving brief from Tagout Holder.

Workers signed on to Tagout under tasks 2 through 11 but completed work under task 01 without signing onto Tagout.

**WORK ORDER HOLDER****Operating Experience: What Can Go Wrong?****Workers injured in arc flash event**

**In August 2012**, during a St. Lucie refueling outage, supplemental electricians were disconnecting leads on a 480 V motor control center breaker. An unexpected condition was found during the live-dead-live check. Rather than stopping to investigate and involving supervision, the workers deviated from standard work practices and continued in the face of uncertainty.

The expected condition of the line side of the breaker was "energized".

When workers performed the live-dead-live check, the equipment was found de-energized. Supervision at the jobsite did not stop work.

Additionally, the work instruction incorrectly allowed the critical steps of the activity to be performed out of sequence. If completed in sequence the breaker would have been fully de-energized.

These actions established the conditions for an electrical flash to occur causing flash burns to the left side of an electrician's face and ear.

**WORK ORDER HOLDER****Operating Experience: What Can Go Wrong?**

Since each of us would agree that we perform our work safely AND as directed in station procedures to prevent injuring ourselves and other workers...

- Why do events like these continue to occur?
- What can you do to prevent a tagging event?

This training will give you the opportunity to become familiar with your responsibilities in the use and application of the Work Order Holder process.

Consistent, safe and deliberate use of this process is up to you.

**TERMINAL OBJECTIVE**

Using the current revisions of EN-OP-102, Protective and Caution Tagging, EN-FAP-OP-019, eSOMS Clearance Module Users Manual, execute the functions of a Work Order Holder in accordance with approved procedures and in accordance with management expectations.



## WORK ORDER HOLDER Enabling Objectives



- Determine the eSOMS rights that you will be given when qualified as a Work Order Holder. (EO-1.0)
- Discuss the task conditions that will be evaluated in determining the need for protection under a Tagout for a given Work order in accordance with the General Requirements of EN-OP-102. (EO-2.0)
  - Identify the activities that may be performed without the protection of a Tagout. (EO-2.1)
  - Discuss the criteria used to determine when a maintenance support activity requires protection under a Tagout. (EO-2.2)
- Explain the required actions when executing your responsibilities for Work Order Holder Sign On. (EO-3.0)
  - Discuss the requirements of a Work Order Holder brief for signing onto a Tagout. (EO-3.1)
  - Describe how a Temporary Lift can impact a Work Order Holder as described in EN-OP-102. (EO-3.2)
    - Describe the three conditions and required actions for you as a Work Order Holder when a Temporary Lift will be applied to your Tagout. (EO-3.2.1)
    - Describe the appropriate actions if a Temporary Lift has an impact on your working boundary. (EO-3.2.2)
  - Describe when a work order may be signed onto a Tagout using Sign On/Off Sheet instead of eSOMS. (EO-3.3)
  - In accordance with EN-FAP-OP-019 describe the use of eSOMS to sign onto a Tagout as a Work Order Holder. (EO-3.4)

## WORK ORDER HOLDER Enabling Objectives



- Discuss the processes that are used to isolate hazardous energy sources from your working boundary. (EO-4.0)
  - Discuss the protection provided by the Types of Tags/Tagging Processes as described in EN-OP-102 Attachment 1 Tag Standards for (EO 4.1):
    - Danger Tag, Equipment Protection Tags, Lockout Device (EO-4.1.1)
    - Test and Maintenance Tag (EO-4.1.2)
    - Caution Tag (EO-4.1.3)
  - Identify the Tagout types that do not allow Work Order Holders to sign on. (EO-4.2)
    - Describe the purpose of Administrative Tagouts and how they are used. (EO-4.2.1)
- Describe Lockout Device Specifications in accordance with EN-OP-102. (EO-5.0)
- Explain the required actions when executing your responsibilities when signing off the work order at the end of the shift or when you are no longer required to work under the protection of the Tagout. (EO-6.0)
  - In accordance with EN-FAP-OP-019 describe the use of eSOMS to sign off of a Tagout as a Work Order Holder. (EO-6.1)
  - Define when a work order holder may remain signed on to a Tagout beyond the end of shift. (EO-6.2)
  - Explain the actions required if Work Order Holder fails to sign off of a Tagout at the end of shift if the Tagout must be released. (EO-6.3)
    - Describe the purpose for Per Telecom, Alternate Release Authorization and Emergency Release processes. (EO-6.3.1)



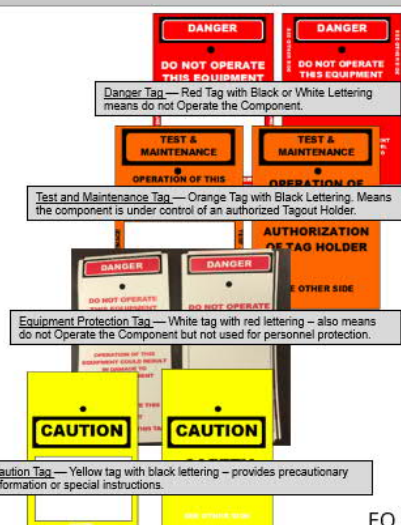
## EN-OP-102 Protective and Caution Tagging

### 1.0 PURPOSE

## EN-OP-102 Protective and Caution Tagging 1.0 Purpose



- Work Order Holder responsibilities are directed in EN-OP-102, Protective and Caution Tagging. The purpose of this procedure is to:
- Provide standards for the control and use of:
  - Danger Tags
  - Equipment Protection Tags
  - Test & Maintenance Tags
  - Caution Tags
  - System Abandonment Tags
- Ensure inadvertent equipment operation is prevented
- Preclude conditions which would:
  - Endanger personnel
  - Damage equipment
  - Compromise operational limits or restrictions
  - Provide adverse or undesirable effects to systems, structures and components



EO 2.0





EN-OP-102 Protective and Caution Tagging

## 5.30 – TRAINING AND QUALIFICATION OF PERSONNEL

### EN-OP-102 Training and Qualification Section 5.30




#### NOTE

Refer to EN-OP-102, Section 5.30, Training and Qualification of Personnel to determine the Qualification Security Group (eSOMS Rights) and the Initial and Requalification Training requirements for Work Order Holder (WOH).

- Because of your unescorted access AND your need to use of EN-OP-102 you must be trained on the:
  - recognition of hazardous energy sources and the means necessary to isolate that energy.
  - purpose and scope of EN-OP-102.
  - limitations of protective tagging.
  - Work Order Holder responsibilities according to EN-OP-102.
- You will be informed about changes to this procedure and of related Operational Experience (OE). This will occur through site notifications or through your required Work Order Holder annual requalification.
- You may perform ONLY those functions for which you have been qualified. Upon the completion of this training, you will be granted security rights as a Work Order Holder.
  - Your Work Order Holder rights are applicable at all Entergy Nuclear sites.
  - This training is required annually (every 13 months) to retain those rights.
- If you are a visiting Work Order Holder and do not have eSOMS access, you will be briefed by the responsible Tagout Holder using the Visitor Briefing Sheet (EN-OP-102-01 Attachment 9.9) and you will sign on to a Tagout using a paper Sign On/Off Sheet.

EO 1.0

Review Questions



Answer the following questions before proceeding to the next training section (select the correct answer by clicking on it).


What level of eSOMS security will you be given at the completion of this training?

Work Order Holder

Tagout Holder

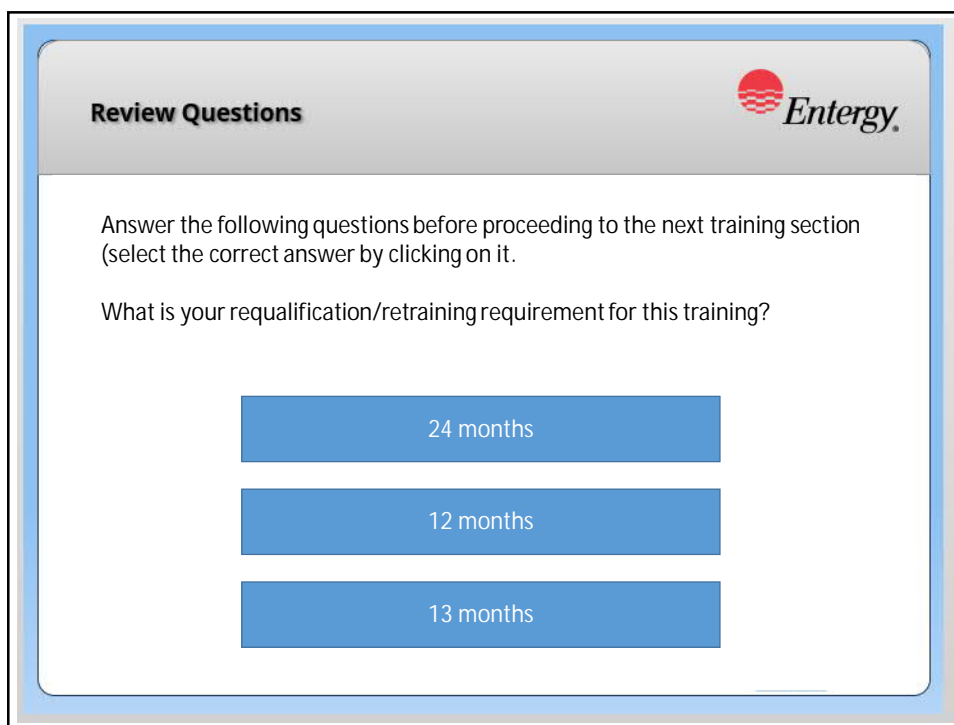
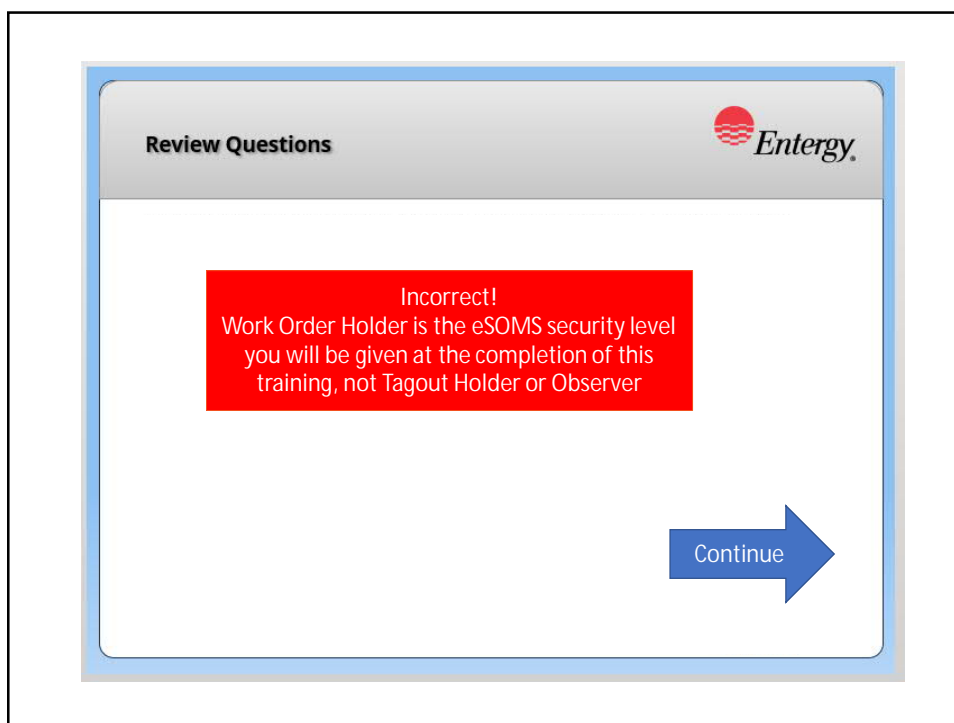
Observer

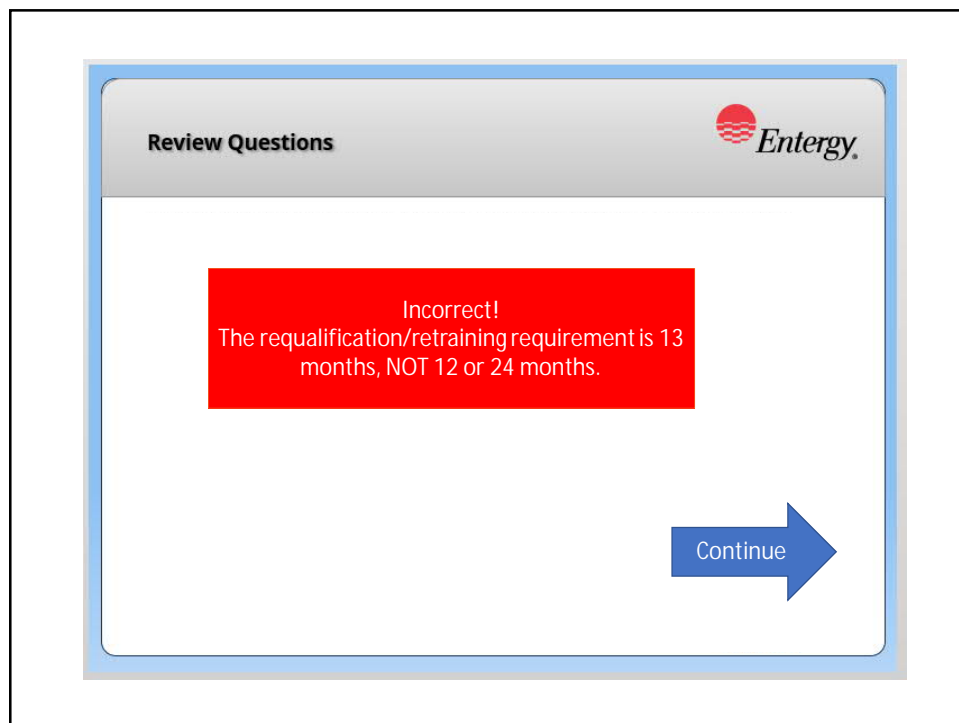
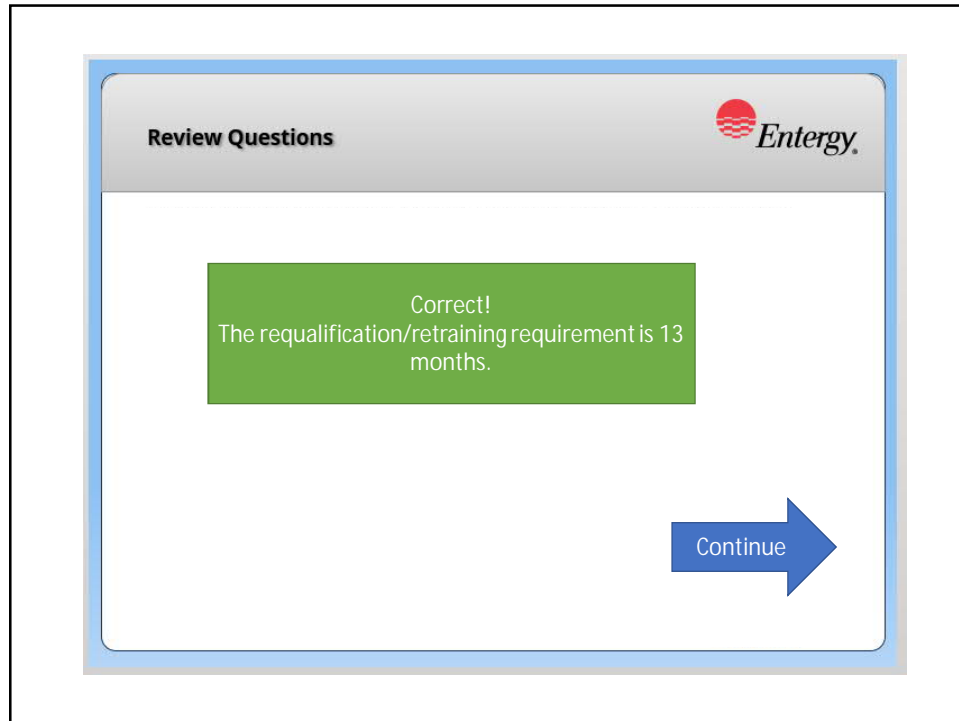
Review Questions




Correct!  
Work Order Holder is the eSOMS security level  
you will be given at the completion of this  
training.

Continue





Review Questions



Answer the following questions before proceeding to the next training section (select the correct answer by clicking on it).


At what sites is this qualification accepted (answer is specific)?

All Industry Nuclear Sites

All Southern Nuclear Sites

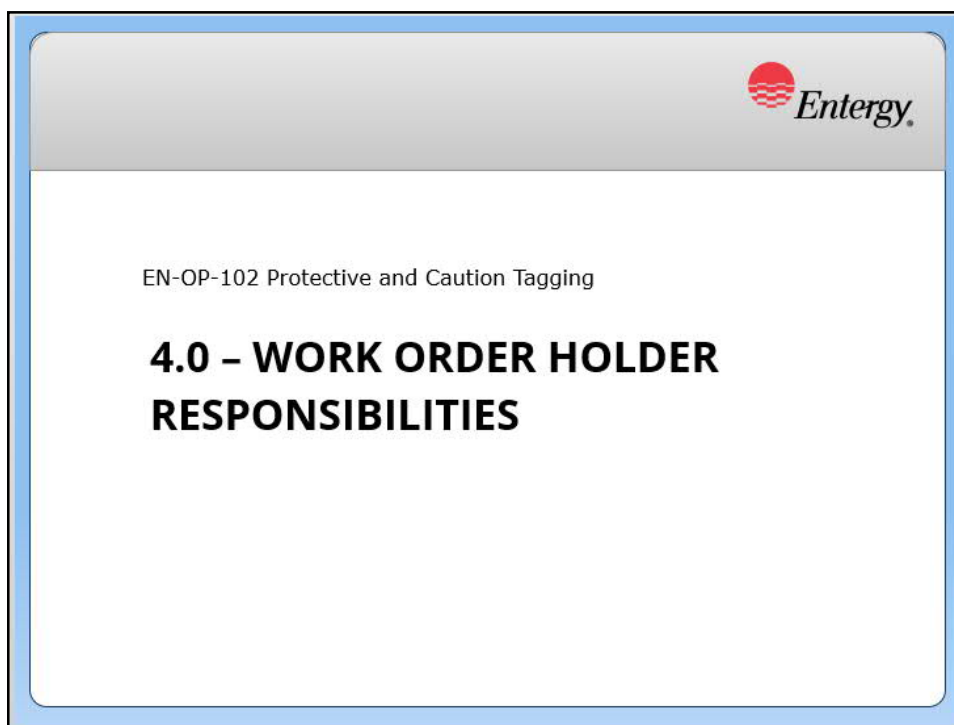
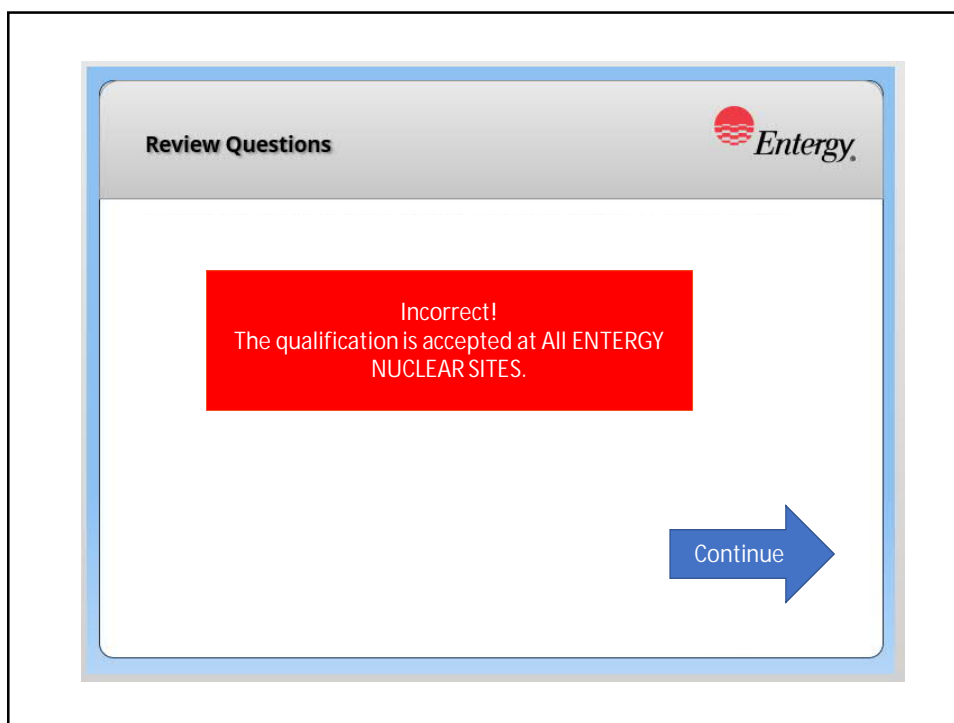
All Entergy Nuclear Sites

Review Questions



Correct!  
The qualification is accepted at All Entergy Nuclear Sites.

Continue





## Work Order Holder Responsibilities Section 4.1 & 4.14



### NOTE

The complete list of responsibilities of personnel who will use the Protective and Caution Tagging Procedure can be found in section 4.0 of EN-OP-102. The following is a summary of those responsibilities that effect you in your role as a Work Order Holder.

#### 4.1 ALL SITE PERSONNEL:

- All Site Personnel are responsible for maintaining awareness and respect for the tags and devices that are designed to protect the worker: Danger Tags, Test and Maintenance Tags, Lock Out Devices.
- Do not operate components with Danger Tags or Lockout devices.
- Do not operate components tagged with a Test and Maintenance Tag unless you are the Tagout Holder or his/her designee.

#### 4.14 WORK ORDER HOLDER

- Sign on the work order for the applicable Tagout at the beginning of the job and/or at the beginning of each subsequent workday.
- Ensure you have been briefed on the work scope and safe work boundary of the Tagout by the responsible Tagout Holder who is signed onto the Tagout.
- Sign off of the work order at the end of your shift or when your work no longer requires protection under the Tagout. ONLY Work Order Holders who have signed on electronically may be authorized by the Tagout Holder to remain signed on beyond the end of their shift.
- Accept Temporary Lifts

EO 3.0



EN-OP-102 Protective and Caution Tagging

## 5.2 – GENERAL REQUIREMENTS

## General Requirements Section 5.2



Any employee that may be exposed to hazardous energy of any type shall be protected by one of the following:

- Danger Tag
- Lockout Device

LOCKOUT DEVICE – Locks issued by the site that are applied to tagged components to prevent energization, operation, etc. to protect personnel.

Review EN-OP-102, Attachment 1

- Section 1.2 Lockout Device
- Section 4.1 Lockout Device Specifications for more information on Lockout Devices.



- Do not operate components with Danger Tags or Lockout devices.

EO 2, 4.1.1

## General Requirements Section 5.2



Sometimes Operations Department needs to protect components / systems beyond the need for personal protection. When this is needed, Entergy uses the following:

- Equipment Protection Tag
  - Not for Personnel Protection
  - Use for Component Protection Only
- Equipment Protection and Danger Tags may be on the same tagout.
- In this case, the Danger tags protect People, while the Equipment Protection Tags protect equipment.
- Work Order Holders are not permitted to sign onto an Equipment Protection tagout (a tagout with only Equipment Protection tags).



- Do not operate components with Equipment Protection Tags.

EO 4.1.1, 4.2

## General Requirements Section 5.2



Any employee that may be exposed to hazardous energy of any type shall be protected by one of the following:

- A Test and Maintenance tag **used in conjunction with** Lockout device and signed on the Tagout.



- Do not operate components tagged with a Test and Maintenance Tag unless you are the Tagout Holder.

EO 2, 4.1.2

## General Requirements Section 5.2



- Danger Tags and lockout devices are the only acceptable means for providing personnel protection.
  - A person physically guarding a component to preclude operation (i.e. human protection) is NOT an acceptable practice.
- A Danger Tagged component shall not be operated or physically checked in position after the Tagout has been statused to Hung and Verified.

Below are a few examples of Near Misses that have occurred at Entergy facilities and across the nuclear industry. [CLICK](#) on each image next to the OE title for a brief event explanation.



San Onofre Unit 2, October 2011 – Improper Tag Provided Inadequate Clearance Boundary



San Onofre Unit 3, October 2011 – Unauthorized Handling of Red Tags





Palisades Unit 1 – Unauthorized Electrician Entered a Protective Tagged Equipment Boundary



Indian Point Unit 3, March 2012 – Personnel Worked on the U3 Aux Transformer without a Tag Holder Signed on the Clearance

[Continue](#)



EO 4.0, 4.1

**San Onofre Unit 2, October 2011 - Improper Tag Provided Inadequate Clearance Boundary for Multiple Work Groups (OE34660)**

After preparing a work authorization by expanding a standard template to include work by both electricians and machinists, a Caution Tag was hung where a Clearance Tag should have been used for the required personnel protection. This created a potential for Maintenance to work on a charging pump without adequate boundaries. The tag hung on the power supply for work on the breaker should have been a Clearance Tag rather than a Caution Tag to meet the needs of both the mechanical and electrical work groups. The tagging error was discovered during the tagout boundary review by Maintenance before commencing work.

Close OE






**San Onofre Unit 3, October 2011 - Unauthorized Handling of Red Tags (OE34579)**

A Chemistry Specialist removed red clearance tags that were attached magnetically to a panel and presented them to a Maintenance Supervisor. The specialist held the tags as the supervisor read them and replaced them on the panel in what was believed to be the original position. Later that day, a swing shift maintenance worker discovered that the two magnetic red tags were on the wrong equipment (swapped). An Operator was dispatched to investigate the tagging error and repositioned the red tags on the correct components in accordance with the applicable procedures.

The actual consequence was a tagging error during a clearance process activity that resulted in a barrier reduction to the worker(s), but was minimal because it did not expose the worker(s) to hazardous energy. The primary cause was procedure/rule use where employees should never hang, remove, or clear a tag unless authorized to do so.

Close OE






**Palisades Unit 1 Unauthorized Electrician Entered a Protective Tagged Equipment Boundary (OE32308)**

While performing work on a Containment Spray Pump, an electrical repairman, assigned to perform independent verification duties, was observed by the control room supervisor handling electrical leads without being signed on the proper clearance order.

The electrician performing the verification duties was in attendance at the pre-job brief where there was a discussion of the inspection hold points and the direction to sign onto the tagging clearance order prior to starting work. At the closing of the pre-job brief, the responsible supervisor again reminded everyone they were required to be onto the tagging clearance order. The electrician left the pre-job brief without signing onto the tagging clearance order before leaving for the work area.

Close OE

**Indian Point Unit 3, March 2012 - Personnel Worked on the U3 Aux Transformer without a Tag Holder Signed on the Clearance (OE35750)**

Supplemental personnel worked on the U3 Aux Transformer for 30 hours without a Tag holder signed on in eSOMS. The Aux Transformer remained tagged out during this period. The tag holder signed off the tagout 22KV-028-C-Unit Aux but paper tagging forms and checklist copies continued to be utilized in the field for two days. All tags remained in place during this time frame. No configuration changes were made during this time frame. Workers continued to perform work using a sign-on form that was not signed and authorized by a Tag-holder. Only the first sheet of three was signed for authorization. Workers added sheets assuming that everything remained status quo. The tag holder did not sign back on the tagout although there was a verbal agreement to remain on the Tag Out for the duration of the project.

Close OE



## General Requirements Section 5.2



- Danger Tags and lockout devices are the only acceptable means for providing personnel protection.
  - A person physically guarding a component to preclude operation (i.e. human protection) is NOT an acceptable practice.
- A Danger Tagged component shall not be operated or physically checked in position after the Tagout has been statused to Hung and Verified.
- When used properly, the Tagout process provides the personnel protection to keep you safe.
- Violations of the Tagout procedure may result in disciplinary action up to and including termination.

EO 4.0

## General Requirements Section 5.2



### NOTE

Review EN-OP-102, Attachment 6 for the complete description of activities that may be performed without a Tagout.

- Some activities can be performed safely without a Tagout.
  - Work on cord and plug connected electric equipment that can be unplugged from the energy source.
  - Lifting of electrical leads that can be performed safely while energized.
  - Charging accumulators.
  - Change out of Nitrogen or other gas bottles.
  - Service Air and Instrument Air hose connections, pipe cap and fitting connections.
  - Hose connections for general plant activities (breathing air, fire protection, demineralized water, etc.).
  - Calibration & testing of instrumentation per an approved procedure or work package.

EO 2.1



## General Requirements Section 5.2



### NOTE

Review EN-OP-102, Sections 5.2[7] for a description of maintenance support activities that require protection of a Tagout.

### Maintenance Support Activities:

IF your work, in supporting a maintenance activity, exposes you to the same energy as the maintenance personnel, THEN you are required to have the same Tagout protection as the maintenance workers.

- An *affected employee* is required to sign onto a Tagout as a Work Order Holder anytime their work will cause them to break the plane of the system / component which is isolated for protection.

*29CFR1910.147(b) Affected employee.* An employee whose job requires him/her to operate or use a machine or equipment on which servicing or maintenance is being performed under lockout or Tagout, or whose job requires him/her to work in an area in which such servicing or maintenance is being performed.

EO 2.2

## General Requirements Section 5.2



### NOTE

Review EN-OP-102, Sections 5.2[7] for a description of maintenance support activities that require protection of a Tagout.

### Maintenance Support Activities:

IF your work, in supporting a maintenance activity, exposes you to the same energy as the maintenance personnel, THEN you are required to have the same Tagout protection as the maintenance workers.


- An *affected employee* is required to sign onto a Tagout as a Work Order Holder anytime their work will cause them to break the plane of the system / component which is isolated for protection.



Example of Maintenance Support  
requiring Tagout Protection

Definition of Affected Employee

EO 2.2

### General Requirements Section 5.2



**Main**

IF you  
the  
as

For Example:


- A Radiation Protection (RP) Technician must sample the interior surface of a potentially contaminated section of piping after it has been cut. Since the technician is exposed to the same potential energy sources as the maintenance worker, the RP technician must also sign onto the Tagout as a Work Order Holder.

**Example of Maintenance Support  
requiring Tagout Protection**

**Definition of Affected Employee**

EO 2.2

### General Requirements Section 5.2



**NOTE**

Review EN-OP-102, Sections 5.2[7] for a description of maintenance support activities that require protection of a Tagout.

**Maintenance Support Activities:**

IF your work, in supporting a maintenance activity, exposes you to the same energy as

29CFR1910.147(b) *Affected employee*. An employee whose job requires him/her to operate or use a machine or equipment on which servicing or maintenance is being performed under lockout or Tagout, or whose job requires him/her to work in an area in which such servicing or maintenance is being performed.

**Example of Maintenance Support  
requiring Tagout Protection**

**Definition of Affected Employee**

EO 2.2

Continue

## General Requirements Section 5.2



### Maintenance Support Activities (cont'd):

- For any work that involves exposed electrical conductors, any affected worker (including RP, QC, observers, outside regulators) must sign onto a Tagout as a Work Order holder if their work will cause them to enter the limited approach or flash protection boundary of exposed electrical equipment.
- Reference EN-IS-123, Electrical Safety Attachments 4.
- For Example...

**Example of Maintenance Support  
requiring Tagout Protection**

EO 2.2

## General Requirements Section 5.2



### Maintenance Support Activities (cont'd):

- For any work that involves exposed electrical conductors, any affected worker (including RP, QC, observers, outside regulators) must sign onto a Tagout as a Work Order holder if their work will cause them to enter the limited approach or flash protection boundary of exposed electrical equipment.

Using the tables from EN-IS-123 Attachment 4

Site	Equipment	Flash Boundary
GGNS	4160/5500v switchgear	20 feet

- Reference EN-IS-123, Electrical Safety Attachments 4.
- For Example...


The QC Technician will be within the Flash Boundary of this equipment. Tagout Protection is required.

**Example of Maintenance Support  
requiring Tagout Protection**

Continue

EO 2.2

**Review Questions**




Answer the following questions prior to continuing on in the training by clicking on the correct answer.

A Radiation Technician is required to sample the internals of a disassembled check valve. Is protection under a Tagout required?

Yes

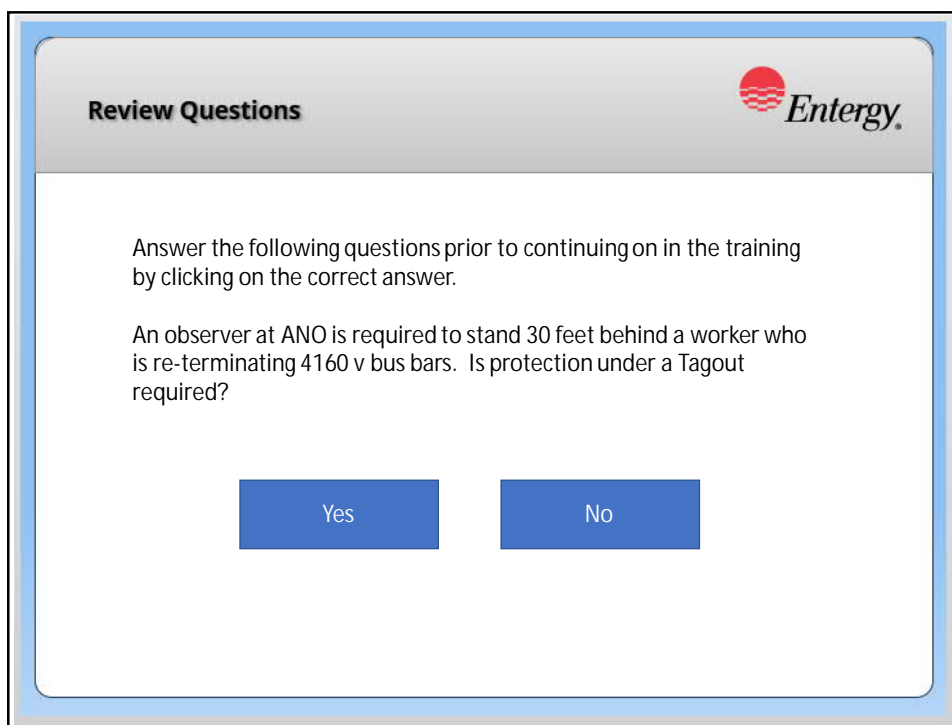
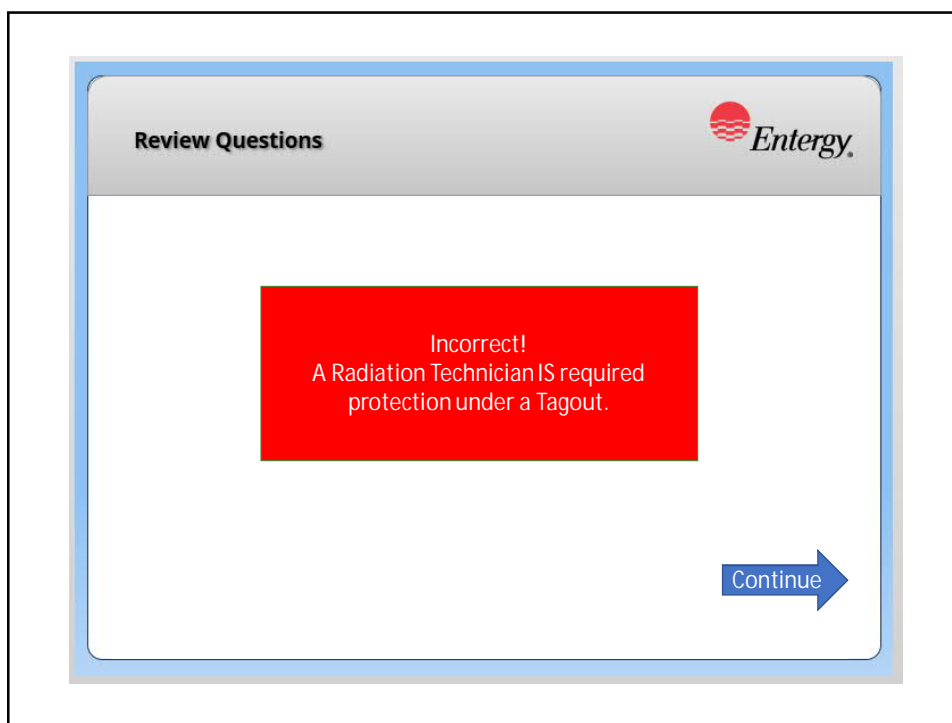
No

**Review Questions**




Correct!  
A Radiation Technician IS required  
protection under a Tagout.


Continue




Review Questions




Correct!  
The flash boundary at both ANO 1 and 2  
are greater than 30 feet.

Continue 

Review Questions



Incorrect!  
Both ANO plants have a flash boundary  
greater than 30 feet.

Continue 



## WORK ORDER HOLDER SIGN-ON / SIGN-OFF



EN-OP-102 Protective and Caution Tagging

## Work Order Holder Sign On/Off Section 5.12 - 5.14



### NOTE

Review EN-OP-102 sections 5.12 through 5.14 AND EN-FAP-OP-019 Manual for Work Order Holder Sign On and Sign Off requirements and processes.

When Signing Onto a Tagout as a Work Order Holder:

- Ensure you have been **briefed** on the work scope and safe work boundary of the Tagout.
- IF the Tagout you are signing onto has **tags Temporary lifted**, THEN verify you are not impacted by the tags that have been removed AND that it is safe for you to start working.  
IF you are impacted, THEN do not sign on.
- **Sign on** the work order for the applicable Tagout at the beginning of the job, or when assigned to the work.
- You shall be given the opportunity to verify that **hazardous energy sources have been isolated**.

EO 3.0

## Work Order Holder Sign On/Off Section 5.12 - 5.14



As a Work Order Holder, ENSURE you have been **briefed**.

The responsible Tagout Holder will use the Work Order Holder Brief Checklist; EN-OP-102-01 Attachment 9.18 to brief you and other Work Order Holders on their Tagout.

That brief, performed **ONLY** by the responsible Tagout Holder, will explain your work scope, any existing hazards and your safe work boundary.

WORK ORDER HOLDER BRIEF CHECKLIST	
This check list shall be maintained with the work package and turned in to supervisor when work is complete	
Tagout:	✓
Work Order:	
Discuss the work scope and safe work boundary of the tagout.	
Discuss any hazards remaining within the tagout boundary.	
If maintenance will be depressurizing or draining the system, discuss precautions to be used.	
Discuss methods for verifying systems / components are de-energized and/or depressurized. (Safe to Work.)	
Discuss work scope and any Stop work Criteria if unexpected conditions are found. Examples are when a need is discovered to disassemble equipment that is not addressed in the Work Order. Or to Work on equipment that the work package does not have specific guidance for.	
IF the Tagout contains a Test & Maintenance Tag THEN discuss the requirement for use of personal locks in conjunction with the T&M tag when personal protection is required.	

EO 3.1

## Work Order Holder Sign On/Off Section 5.12 - 5.14



- If the Tagout you are signing on has **tags Temporary lifted** then verify you are not impacted by the tags that have been removed and that it is safe for you to start working.
- If you are impacted then do not sign on.

- A Temporary Lift will remove a selected set of tags AND the protection those tags provide the worker from an Active Tagout.
- The Tagout Holder must explain how the Temporary Lift affects your Tagout boundary AND must obtain your agreement to remove the tags and allow you to continue working.

- You **SHALL** be given the opportunity to verify that hazardous energy sources have been isolated from your safe work boundary.

- If you, as the Work Order Holder, are not impacted, THEN as the Work Order Holder, you accept the Temporary Lift and your work can continue.
- If safe work boundaries are impacted, THEN work must stop. You will sign off of the Tagout until the Temporary Lift has been re-hung.
- If your work cannot stop, THEN the Temp Lift shall not be performed at that time.

EO 3.2, 3.2.1, 3.2.2

## Work Order Holder Sign On/Off Section 5.12 - 5.14



- The Work Order Holder shall **sign on** the work order for the applicable Tagout at the beginning of the job and/or at the beginning of each subsequent workday.

**Sign On Work Order Task**

Work Order Task	Clearance Type	Clearance Number	Tagout Number	Description	Hazards
SL304361-05	Clearance	0218-1	120V-000-UP/200V	UNKNOWN LOCKER ROOM ELECTRICAL DEPT	WORK GROUP RESPONSIBLE FOR PROTECTIVE WORK LOCK REMOVAL WHEN LEFT IN OFF POSITION
Holder Name: Ted			120V-004-020801-1725	PTD support for electrical contractors replacing lighting in lobby area. Tied tags are used to ensure the time that the lighting is off in an area. If there is not sufficient lighting in an area when it is downgraded then temporary lighting will be supplied when personnel protection is required the circuit breaker shall be locked with a dead lock.	
			120V-000-00 WITH HIR	Support PTO for electrical contractors troubleshooting and modifying former feed for former 20' foreman's locker room for locker room safety.	

**Sign On** **Sign Off**

**ATTACHMENT B.5 WORK ORDER HOLDER SIGN ON/OFF SHEET**

This form is only for use by visitors or when eSOMS is unavailable (see EN-OP-102 section 3 for definition of unavailable). The Tagout Holder must approve the use of this form.

Clearance: \_\_\_\_\_ Tagout: \_\_\_\_\_

Work Order (Task) Number(s): \_\_\_\_\_

☐ Work Order Holder training is current and has been verified for personnel with unescorted access using this form. **OK**

☐ Visitors (Escorted individuals) have completed Attachment B.5 Visitor Stealing Sheet

Tagout Holder Print Name: \_\_\_\_\_ Sign Authorizing using the paper form: \_\_\_\_\_ Department: \_\_\_\_\_ Date: \_\_\_\_\_

Accepted By	Accepted By	Accepted	Ext	Badge	Reinsured By	Reinsured
Print Name	Sign	Date/Time		Number	Sign	Date/Time

All Work Order holders are required to sign off of this form at the end of the shift or when no longer required to work under the protection of the Tagout with no exceptions.

- This action may be performed through eSOMS
- Or by using the Work Order Holder sign on/off sheet if **authorized by the Tagout holder.**

EO 3.3, 3.4

## Work Order Holder Sign On/Off Section 5.12 - 5.14



- This action may be performed through eSOMS:

**Sign On Work Order Task**

Work Order Task	Clearance Type	Clearance Number	Tagout Number	Description	Hazards
SL304361-05	Clearance	0218-1	120V-000-UP/200V	UNKNOWN LOCKER ROOM ELECTRICAL DEPT	WORK GROUP RESPONSIBLE FOR PROTECTIVE WORK LOCK REMOVAL WHEN LEFT IN OFF POSITION
Holder Name: Ted			120V-004-020801-1725	PTD support for electrical contractors replacing lighting in lobby area. Tied tags are used to ensure the time that the lighting is off in an area. If there is not sufficient lighting in an area when it is downgraded then temporary lighting will be supplied when personnel protection is required the circuit breaker shall be locked with a dead lock.	
			120V-000-00 WITH HIR	Support PTO for electrical contractors troubleshooting and modifying former feed for former 20' foreman's locker room for locker room safety.	

**Sign On** **Sign Off**

- EN-FAP-OP-019, provides the instructions for three methods to complete this process:
  - 3.6.3 By selecting the Active Clearance
  - 3.6.4 Using the Shortcut Method
  - 3.6.5 Using the Tagging Kiosk

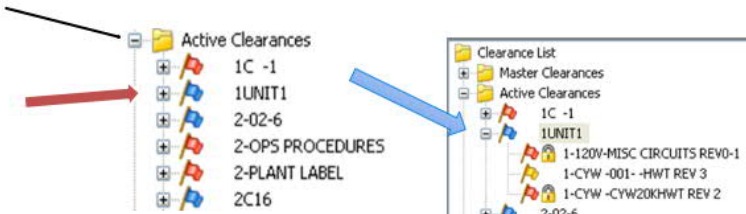
EN-FAP-OP-019 rev 0 section numbers used in this presentation are for reference purposes only. Section numbers may change as EN-FAP-OP-019 is revised.

EO 3.3, 3.4

## Work Order Holder Sign On/Off Section 5.12 - 5.14



- Signing on to an Active Clearance:



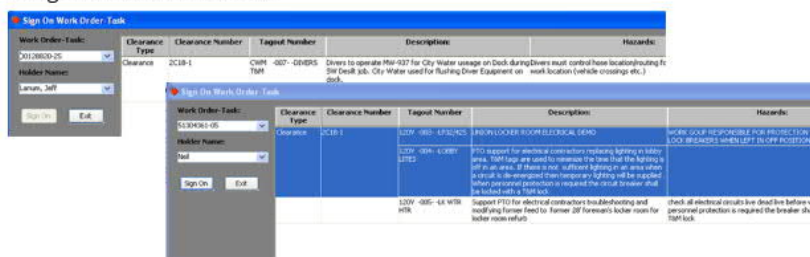
- Expand (+) the applicable set of Active Clearances by clicking on the plus sign.
- Double click the Tagout that you will be signing onto.
- Select your Work Order(s).
- Click "Sign On".
- Enter your ID and Password
- Acknowledge that you have been appropriately briefed.
- Click Exit to close the Sign In window

EO 3.3, 3.4

## Work Order Holder Sign On/Off Section 5.12 - 5.14



- Using the Shortcut Method:



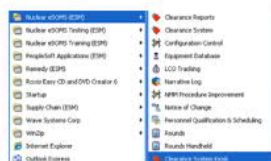
- Select the desired Work Order Task number
- If only one Tagout is listed, click "Sign On".
  - If more than one Tagout is listed, selected the desired Tagout Number.
- Acknowledge that you have been appropriately briefed.
- Enter your ID and Password
- Click Exit to close the Sign In window.

EO 3.3, 3.4

## Work Order Holder Sign On/Off Section 5.12 - 5.14



### • Using the Tagout Kiosk:



- Start Kiosk using the Start Menu shortcut
- Click 'F1 Sign ON'.
- Scan your security badge barcode or click 'F3 LOGIN'.
- Scan the Work Order barcode strip.
- Acknowledge that you have been appropriately briefed.
- Select your Tagout(s)
- Click 'F5 Sign On Selected'.

EO 3.3, 3.4

## Work Order Holder Sign On/Off Section 5.12 - 5.14



k:



### **ANO January 2012 Worker unknowingly signs another worker onto Work Order.**

After work on plant equipment was finished it was discovered that an engineer who was not working on the equipment had been signed onto the Tagout. He had been signed on through the ESOMS kiosk using the bar code scanner at a work station. When contacted, the engineer explained that he had not signed onto any tag outs.

The Engineer was inadvertently signed into eSOMS as a Work Order Holder (WOH) when a mechanic scanned his own badge. The barcode reader misread one digit on the badge, which changed the individual in eSOMS from the mechanic to the engineer. The problem was caused by a failure of one individual barcode reader and by the failure of the worker to self-check his actions when signing onto eSOMS.

EO 3.3, 3.4



## Work Order Holder Sign On/Off Sheet Section 5.13



This action may be performed using the **Work Order Holder Sign On/Off Sheet if authorized by the Tagout holder.**

The Work Order Holder Sign On/Off Sheet allows qualified personnel to sign on/off Tagouts without using eSOMS.

If eSOMS is available anywhere on site, THEN electronic sign on is required for all eSOMS users.

When eSOMS is unavailable or for Personnel without eSOMS access (for example: visitors) THEN the Tagout Holder may authorize use of the Work Order Holder Sign On/Off Sheet(s).

The Tagout Holder shall brief visitors requiring protection per EN-OP-102 section 5.30, Training and Qualification of Personnel.

The Tagout Holder shall update the Tagout Holder Note with 'Yes' to indicate that the Work Order Holder Sign On/Off Sheet(s) is in use.

The Tagout holder shall sign onto the Tagout as Work Order Holder electronically in eSOMS to provide a visual cue that personnel are relying on the Tagout for protection.

**Attachment 9.8 Work Order Holder Sign On/Off Sheet**

This form is only for use by visitors or when eSOMS is unavailable (see EN-OP-102 section 5 for definition of unavailable).  
Clearance: \_\_\_\_\_ Tagout: \_\_\_\_\_ The Tagout Holder must approve the use of this form.

Work Order (Task) Number(s): \_\_\_\_\_

☐ Work Order Holder training is current and has been verified for personnel with unescorted access using this form. **OR**  
☐ Visitors (escorted individuals) have completed Attachment 9.9 Visitor Briefing Sheet

Tagout Holder Print Name: \_\_\_\_\_ Sign Authorizing using this paper form: \_\_\_\_\_ Department: \_\_\_\_\_ Date: \_\_\_\_\_

Accepted By First Name	Accepted By Signature	Accepted Date/Time	Ext.	Badge Number	Released By Signature	Released Date/Time

All Work Order holders are required to sign off of this form at the end of the shift or when no longer required to work under the protection of the Tagout with no exceptions.

Each Work Order Holder Sign On/Off Sheet applies to only one Tagout.

Multiple Work Orders from the same Tagout can be listed on a single Work Order Holder Sign On/Off Sheet(s).

Tagout Holder maintains control of the Work Order Holder Sign On/Off Sheet(s). Once the Work Package is complete, the Work Order Holder Sign On/Off Sheet(s) can be discarded.

EO 3.3

## eSOMS Module Unavailability Section 5.28



### eSOMS Clearance Module Unavailability

- If eSOMS Clearance module is unavailable (LAN outage, loss of AC) and a plant condition as determined by the Shift Manager exists that requires an immediate isolation of plant equipment, then perform the following:
  - Paper Tagouts may be created using the manual forms maintained by Operations. The Paper Tagout should follow the normal Tagout process, but in a paper form.
  - Tagout and Work Order Holders may continue work that they are signed onto provided their work scope has not changed from eSOMS electronic Tagouts.
  - Paper forms are located in EN-OP-102-01 Attachment 9.1 Manual Tagout Index Sheet, 9.2 Tagout Cover Sheet, 9.3 Tagout Tags Sheet, 9.4 Tagout Holder Sheet.

EO 3.3



### Work Order Holder Sign On Section 5.12 & 5.13 Review



#### NOTE

Review EN-OP-102 sections 5.12 through 5.14 AND EN-FAP-OP-019 Manual for Work Order Holder Sign On and Sign Off requirements and processes.

When Signing Onto a Tagout as a Work Order Holder:

- Ensure you have been **briefed** on the work scope and safe work boundary of the Tagout.
- IF the Tagout you are signing onto has **tags Temporary lifted**, THEN verify you are not impacted by the tags that have been removed AND that it is safe for you to start working.  
IF you are impacted, THEN do not sign on.
- **Sign on** the work order for the applicable Tagout at the beginning of the job, or when assigned to the work.

EO 3.0

### Review Questions

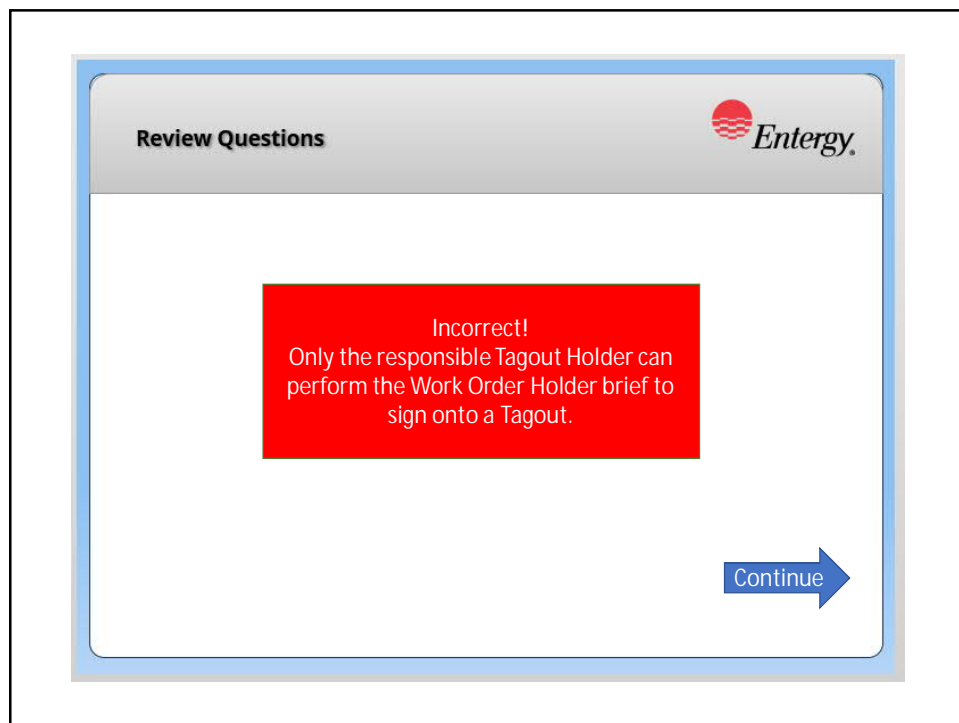
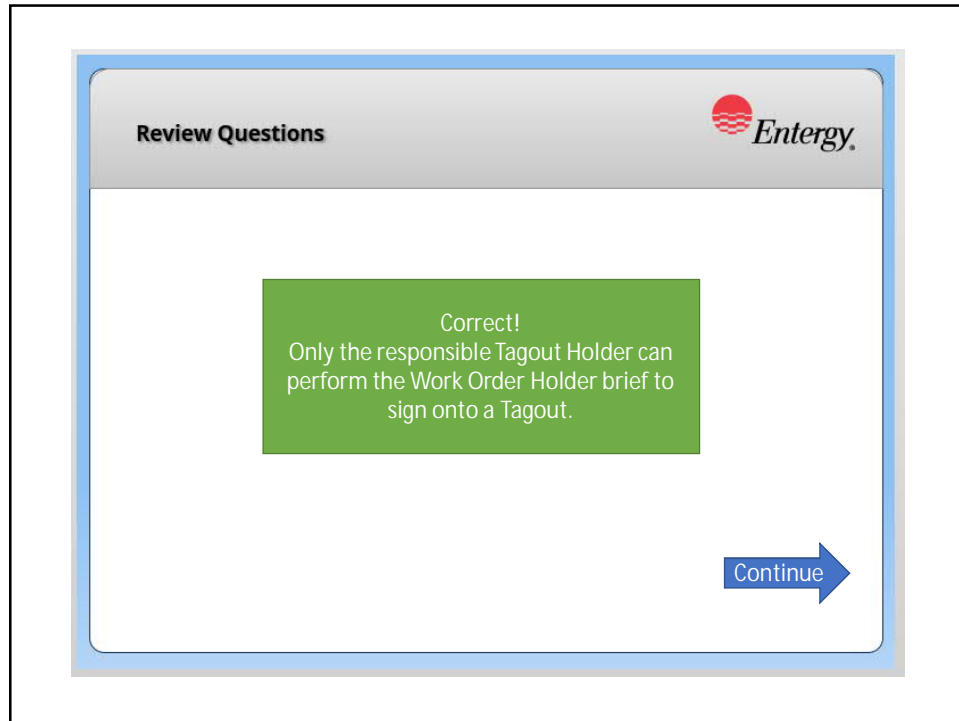


Answer the following questions prior to continuing on in the training by clicking on the correct answer.


Only the Tagout Holder for your Tagout can perform the Work Order Holder brief before you can sign onto a Tagout.

Yes

No



Review Questions




Answer the following questions prior to continuing on in the training by clicking on the correct answer.

If your Work Boundary is affected by a Temporary Lift, should you sign onto the Tagout?

Yes

No


Review Questions



Correct!  
If your work boundary is affected, you  
should NOT sign onto a Tagout.

Continue


Review Questions



Incorrect!  
If your work boundary is affected, you  
should NOT sign onto a Tagout.

Continue

Review Questions




Answer the following questions prior to continuing on in the training  
by clicking on the correct answer.

As a Work Order Holder, what are your responsibilities when  
accepting a Temporary Lift on a Tagout?

Evaluate the impact of the Temporary Lift on your work.  
IF you are impacted, then you place your work in a safe condition, stop work, and sign off  
the Tagout.  
IF you are impacted, then you may not continue work until the tags are re-hung.

Evaluate the impact of the Temporary Lift on your work.  
IF you are impacted, then you shall not accept the Temporary Lift, but you may continue  
working.

Review Questions




Correct!

You must evaluate the impact of the Temporary Lift on your work, and if impacted, place your work in a safe condition, stop work, sign off the tagout, and do not continue work until the tags are re-hung

Continue

Review Questions




Incorrect!

You must evaluate the impact of the Temporary Lift on your work, and if impacted, place your work in a safe condition, stop work, sign off the tagout, and do not continue work until the tags are re-hung.

Continue

**Sections 5.12, 5.13, & 5.21  
Sign-On Review**




Answer the following questions before proceeding to the next training section.

True or False (answer by clicking on the correct button below):

The sequence of the actions for using the Shortcut Method to sign onto a Tagout as a Work Order Holder using eSOMS are correct:


Select the desired Work Order Task Number.  
If only one Tagout is listed, click "Sign On." If more than one Tagout is listed, select the desired Tagout.  
Answer the question, "Have you been briefed?"  
Enter your ID and Password.  
Click Exit to close the Sign In window.

**Review Questions**



Correct!  
This is the correct order of actions for using the Shortcut Method.

**Review Questions**




Incorrect!

This is the correct sequence of actions for using the Shortcut Method to sign onto a Tagout as a Work Order Holder using eSOMS.

1. Select the desired Work Order Task Number
2. IF only one Tagout is listed, click "sign on," if more than one Tagout is listed, select the desired Tagout.
3. Answer the question, "Have you been briefed?"
4. Enter your ID and password.
5. Click exit to close the Sign In window.

Continue

**Sections 5.12, 5.13, & 5.21  
Sign-On Review**



Answer the following questions before proceeding to the next training section.

True or False (answer by clicking on the correct button below):


A Work Order Holder may use a paper sign on/off sheet when eSOMS is not available or the Work Order holder is a visitor without eSOMS access and it is authorized by the Tagout Holder.

True

False



Review Questions




Correct!

A Work Order Holder may use a paper sign on/off sheet when eSOMS is not available or the Work Order Holder is a visitor without eSOMS access and it is authorized by the Tagout Holder.

Continue

Review Questions



Incorrect!

A Work Order Holder may use a paper sign on/off sheet when eSOMS is not available or the Work Order Holder is a visitor without eSOMS access and it is authorized by the Tagout Holder.

Continue

### Sections 5.12, 5.13, & 5.21 Sign-On Review



- Under what conditions may a Work Order Holder use a paper sign on/off sheet?
  - If eSOMS is not available anywhere on site and it is authorized by the Tagout Holder.
  - If the Work Order Holder is a visitor without eSOMS access and it is authorized by the Tagout Holder.
- Describe the actions required to sign onto a Tagout as a Work Order Holder using eSOMS.
  - Using the Shortcut Method:
    - Select the desired Work Order Task number
    - If only one Tagout is listed, click "Sign On".
      - If more than one Tagout is listed, selected the desired Tagout Number.
    - Answer the question "Have you been briefed?"
    - Enter your ID and Password
    - Click Exit to close the Sign In window.
- Describe when a work order may be signed onto a Tagout using Sign On/Off Sheet instead of eSOMS. (EO-3.3)
- In accordance with EN-FAP-OP-019 describe the use of eSOMS to sign onto a Tagout as a Work Order Holder. (EO-3.4)

### Work Order Holder Sign On Section 5.12 & 5.13



#### NOTE

Review EN-OP-102 sections 5.12 through 5.14 AND EN-FAP-OP-019 Manual for Work Order Holder Sign On and Sign Off requirements and processes.

When Signing Onto a Tagout as a Work Order Holder:

- You shall be given the opportunity to verify that **hazardous energy sources have been isolated.**
- As you verify that hazardous energy sources have been isolated, consider the energy sources that are present AND the type of Tagout Tag and/or Device that has been used to isolate that energy.
- EN-OP-102 Attachment 1 contains the descriptions of Tags and Energy Isolation Devices used in the Entergy Protective and Caution Tagging Program.
- EN-OP-102 Attachment 2 section 5.0 describes isolation methods for High Energy Systems and Hazardous Substances. For these conditions, double valve isolation and vent path between isolation valves may be required.

29 CFR 1910.147(b) *Energy Source*: any source of Electrical, Mechanical, Hydraulic, Pneumatic, Chemical, Thermal, or other energy.

## Isolating Energy Sources EN-OP-102 Attachment 1, 1.1 Danger Tags



### 1.1 DANGER TAG – Means DO NOT operate the component

#### WARNING

VIOLATIONS OF A DANGER TAG MAY RESULT IN DISCIPLINARY ACTION UP TO AND INCLUDING TERMINATION.

- Component SHALL NOT be operated
  - Protects personnel
  - Forbids operation that could result in:
    - Equipment being energized
    - Movement of mechanisms
    - Flow of steam, air, gas, or liquids
  - See EN-OP-201 Attachment 1 for exceptions
- Danger Tags shall not be removed except for one of the following reasons:
  - The Tagout has been released.
  - The tag is Temporary Lifted.
  - The tag is moved per section 5.24.



EO 4.1.1

## Isolating Energy Sources EN-OP-102 Attachment 1, 1.2 Lockout Device



### 1.2 LOCKOUT DEVICE – Means DO NOT operate the component

- Additional level of protection for Work Order Holder (WOH)
  - WOH applies Lockout Device (lock) to tagged component
  - Prohibits the operation of the component
  - Protects personnel and equipment
  - Forbids operation that could result in:
    - Equipment being energized
    - Movement of mechanisms
    - Flow of steam, air, gas, or liquids
- Requirements for removing/installing a Lockout Device
  - WOH signs on to the Tagout before hanging the lock.
  - This additional level of protection is NOT REQUIRED on Danger Tags.
  - The lock shall only be hung on components that are tagged with a Danger or Test & Maintenance Tag.
  - The lock shall only be hung on energy isolation devices such as breakers or valves.
  - A peer check is required for hanging the lock.
  - Tagout or WOH shall remove their lock before releasing the Tagout.
    - Exception – section 5.2 [12]: If the equipment is not ready to return to service then, Locks may remain on a component during a tag swap IF no one is signed on to the Tagout.

EO 4.1.1

**Isolating Energy Sources**  
**EN-OP-102 Attachment 1,**  
**4.1 Lockout Device Specifications**



**4.1 Locks**

- Maintenance Department will issue locks to maintenance personnel.
- Locks should be individually keyed.
- Locks are standardized at each site and are not used for other purposes.
- Master keys are not allowed.
- Locks are uniquely identified and traceable to the owner.
- Locks are substantial enough to prevent removal without use of excessive force or unusual techniques, such as with the use of bolt cutters.
- Only site issued locks are to be used.

EO 5.0

**Isolating Energy Sources**  
**EN-OP-102 Attachment 1,**  
**1.3 Equipment Protection Tags**



**Equipment Protection Tag - Means DO NOT Operate the component**

- Equipment Protection Tags can co-exist on the same component as Danger Tags. If they co-exist with a Danger Tag, then the Danger Tag always take precedence.
- They cannot co-exist with a Test & Maintenance Tag.
- Component SHALL NOT be operated
  - Protects Equipment
  - Forbids operation that could result in:
    - Equipment being energized
    - Movement of mechanisms
    - Flow of steam, air, gas, or liquids
  - See EN-OP-102 Attachment 1 for exceptions



EO 4.1.1, 4.2

## Isolating Energy Sources EN-OP-102 Attachment 1, 1.4 Caution Tags



### 1.4 Caution Tags - NO worker or equipment protection

- Caution Tag note provides guidance on the condition of the equipment and/or precautions for operating the equipment.
- Is not used in place of Danger Tags
- Provides NO personnel or equipment Protection.
- Can be hung on the same component as Danger Tags or Test & Maintenance Tags.
  - Caution tag shall not cover or hide the Danger Tag.
  - **Danger Tag is the controlling tag.**
  - Component shall not be operated until the Danger tag is removed.
- Work Order Holders may not sign onto Caution Tagouts.



EO 4.1.3, 4.2

## Isolating Energy Sources EN-OP-102 Attachment 1, 1.5 Test & Maintenance Tags



### 1.5 TEST & MAINTENANCE (T&M) TAG - Component is under the control of a Tagout Holder

- Provide NO Personnel or Equipment Protection.
- Allows the signed-on Tagout Holder to operate a tagged component.
  - Tagout Holder coordinates with Operations and Work Order Holders before operating a component.
- Maintenance on T&M Tagged components may be performed IF a Lockout Device is applied.
- Only one Test & Maintenance Tag may be hung on a component at a time.
- Danger Tags and Test & Maintenance Tags MAY NOT be hung on the same component.
- Only one Tagout Holder is permitted on a Tagout that contains Test & Maintenance Tags.
- If a turnover is required when T&M tags are used:
  - Work Order Holders stop work and sign off Tagout.
  - The current Tagout Holder shall sign off the Tagout.
  - The new Tagout Holder shall sign on to the Tagout.
  - If a Lockout device is installed, then turnover ownership of the Lockout device(s).
  - After tagout holder and work order holder(s) sign on the work under the T&M Tagout may resume.



EO 4.1.2



## Isolating Energy Sources

### EN-OP-102 Attachment 1, 1.9 System Abandonment Tag



#### 1.9 System Abandonment Tags

- Tag used to create boundary between operational equipment and equipment being abandoned or demolished when plants in process of being decommissioned
- Purpose of abandonment tag is to control configuration of components on permanent or long-term basis
- Other types of tags (danger, caution, etc.) may be applied on top of system abandonment tags as required to support plant activities
- Provide NO Personnel or Equipment Protection.
- Only issued and hung on de-fueled unit for purpose of isolating inactive systems from operational systems in preparation for decommissioning
- Operations Supervisor ensures System Abandonment tags only hung for isolation of inactive systems
- System Abandonment tags hung on components on operational system to isolate inactive system



EO 4.1.2

## Administrative Tagouts Sections 5.22, 5.23




#### Administrative Tagouts

- Minimize the number of revised Tagouts that holders must sign onto during an outage.
  - Work Order Holders may NOT sign onto Administrative Tagouts
- Applied to
  - Main Steam System
  - Switch Yard and Turbine Generator
- Work-specific Tagouts are applied to the Administrative Tagout
  - These Tagouts rely on the Administrative Tagout to protect the safe work boundaries of these plant systems.
  - As plant and hazardous energy conditions change, the Administrative Tagout safe work boundaries may be changed.
  - Administrative Tagout boundary changes do not impact the Tagouts under the Administrative Tagout
  - Administrative Tagouts cannot be removed until ALL associated Tagouts have been removed.

EO 4.2, 4.2.1

Review Questions



Answer the following questions before moving on in the training (select the correct description for the type of tag listed by clicking on the correct answer).


DANGER TAG

Worker is never allowed to manipulate a component with this type of tag.

Provides no worker protection.

Equipment with this tag can be manipulated by the tagout holder.

Review Questions

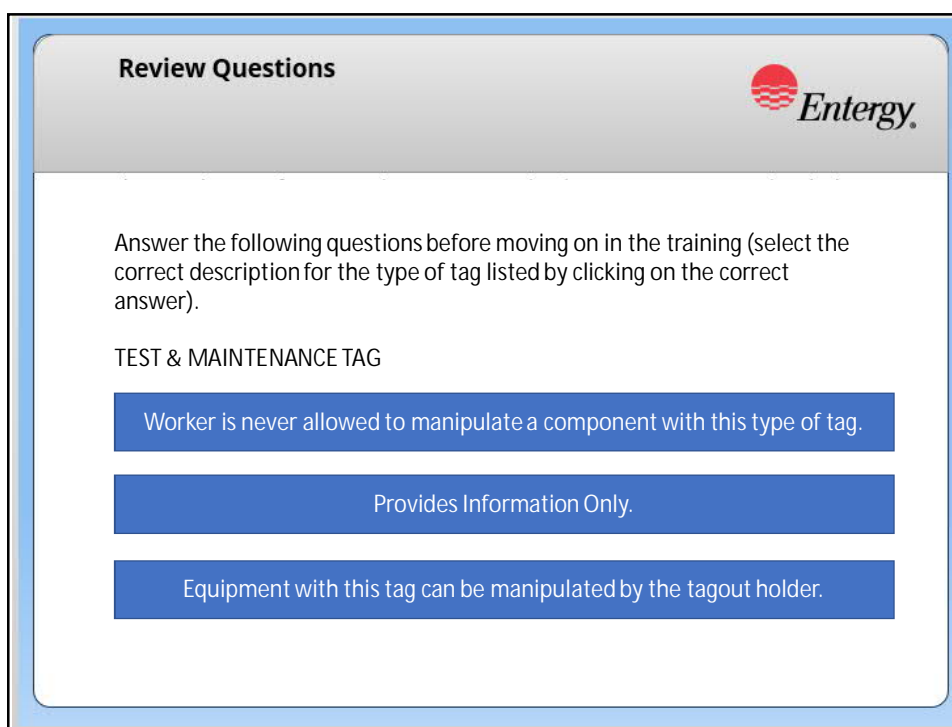
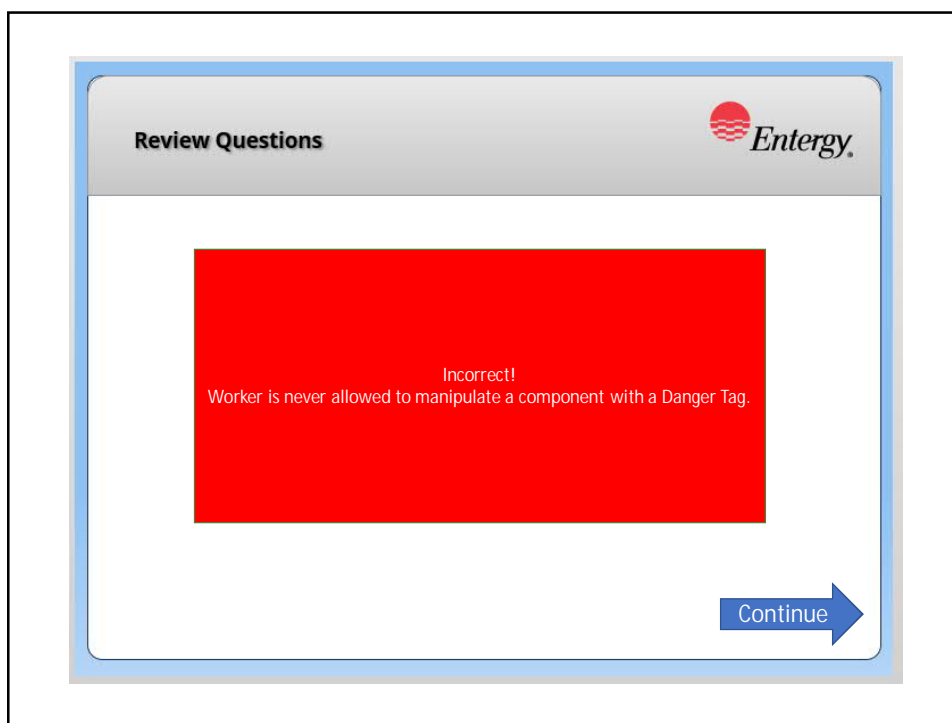


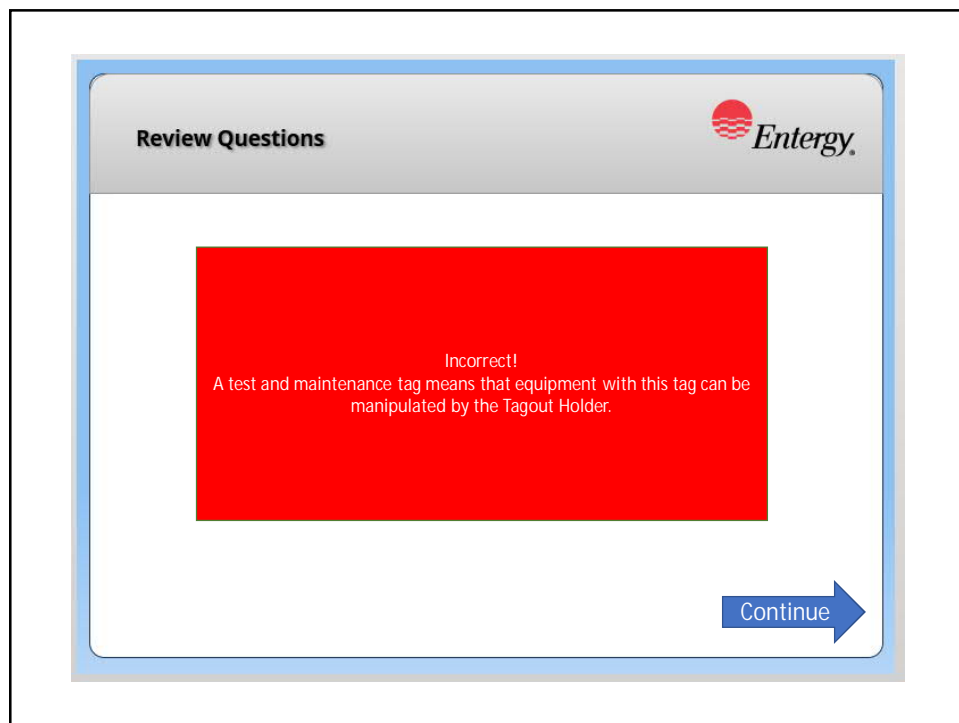
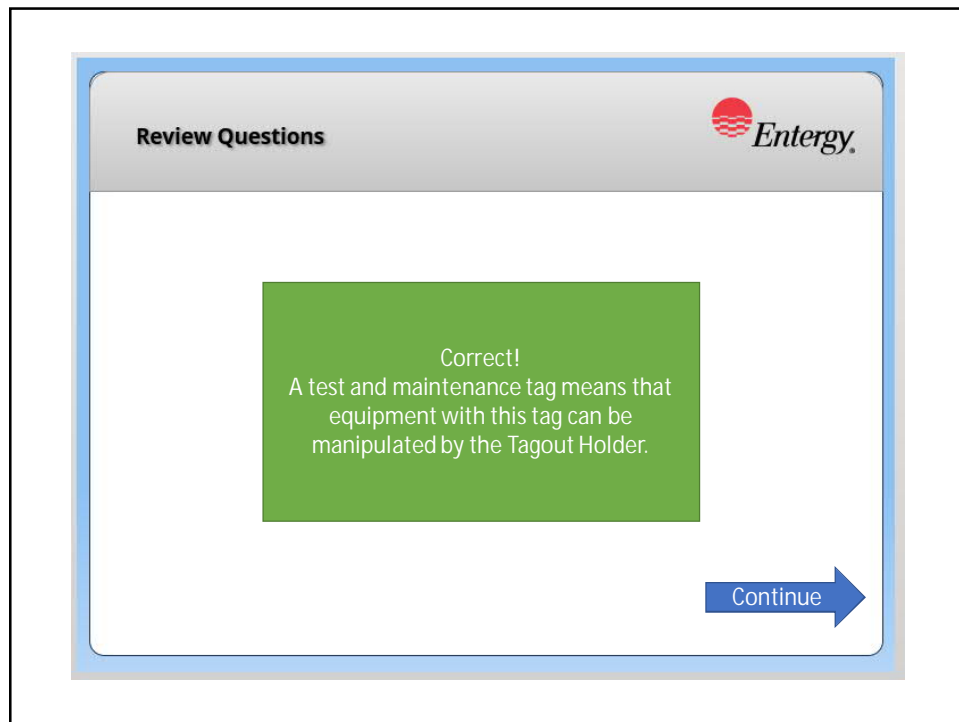
Correct!

A danger tag means that the worker is never allowed to manipulate a component with this type of tag.


Continue







Review Questions



Answer the following questions before moving on in the training (select the correct description for the type of tag listed by clicking on the correct answer).


CAUTION TAG

Worker is never allowed to manipulate a component with this type of tag.

Provides no worker protection.


Is only used for worker protection in conjunction with a lockout device.

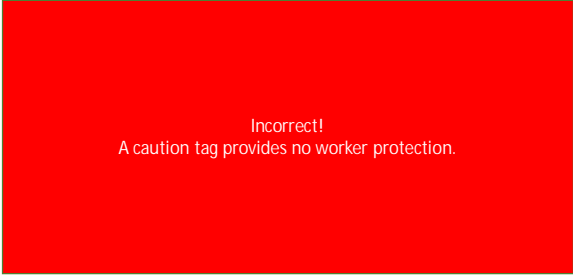
Review Questions



Correct!  
A caution tag provides no worker protection.


Continue

**Review Questions**




Incorrect!  
A caution tag provides no worker protection.

Continue

**Review**


- **What are the requirements for using a Lockout Device for added protection?**
  1. The Tagout/Work Order Holder shall sign on to the Tagout prior to hanging the Lockout Device.
  2. The Lockout Device shall only be hung on components that are tagged with a Danger or Test & Maintenance Tag. This additional level of protection is not required on Danger Tags.
  3. The Lockout Device shall only be hung on energy isolation devices (e.g., breakers, valves) capable of being locked out.
  4. A peer check is required for hanging a Lockout Device.
  5. The Tagout/Work Order Holder shall remove their Lockout Device prior to releasing the Tagout. An exception to this rule is provided by section 5.2 [12] in which Lockout Devices are permitted to remain on a component during a tag swap with no one signed on to the Tagout.
- **What types of locks may be used as Lockout Devices?**
  - The Maintenance Department should issue the locks to the maintenance personnel.
  - Locks used as lockout devices should be individually keyed.
  - Locks shall be standardized at each site and shall not be used for other purposes.
  - Master keys are not allowed.
  - Locks should be uniquely identified and traceable to the owner of the device.
  - Locks should be substantial enough to prevent removal without use of excessive force or unusual techniques, such as with the use of bolt cutters.
  - Only site Issued Locks are to be used.

Describe Lockout Device Specifications in accordance with EN-OP-102. (EO-5.0)

## Work Order Holder Sign Off Section 5.14



- Sign off of the work order at the end of your shift or when your work no longer requires protection under the Tagout.
- ONLY Work Order Holders who have signed on electronically may be authorized to remain signed on beyond the end of their shift
- This action may be performed through eSOMS:

**Sign Off Work Order Task**

Work Order Task	Clearance Type	Clearance Number	Tagout Number	Work Order Number	Lock Date	Locked By	Description	Contingency to be Worked
0110474-02	Remove	1018	04400001 - 00000000	0000000000				

Holder Name:  Sign Off

**Attachment 9.9**

This form is only for use by visitors or when eSOMS is unavailable (see EN-OP-102 section 3 for definition of unavailable).

Clearance:  Tagout:  The Tagout Holder must approve the use of this form.

Work Order (Task) Number(s):

☐ Work Order Holder training is current and has been verified for personnel with unescorted access using this form. ☐

☐ Visitors (Escorted individuals) have completed Attachment 9.9 Visitor Briefing Sheet

Tagout Holder Print Name:  Sign Off using the paper form: ☐ Department:  Date:

Accepted By Print Name	Accepted By	Accepted Date/Time	Est.	Badge Number	Released By	Released Date/Time

All Work Order holders are required to sign off of this form at the end of the shift or when no longer required to work under the protection of the Tagout with no exceptions.

- Or if using the Work Order Holder sign on/off sheet you **SHALL** sign off at the end of each shift with NO EXCEPTIONS.

EO 6.0, 6.1

## Work Order Holder Sign Off Entergy OE



In 2014, 17 Condition Reports were written to document instances where an alternate method was used to sign a Work Order Holder off of the Tagout. This alternate method is required when the Work Order Holder does not sign off of the Tagout at the end of the job or shift AND the Tagout owner requires the Tagout to be changed, released, Temporary Lifted, etc.

Although the Protective and Caution Tagging process requires steps to be taken to prevent the Work Order Holder from returning to work on their next shift and beginning work in an unprotected work boundary, each of these incidents is an opportunity for error, injury or equipment damage.

The alternate sign off processes, Alternate Release Authorization and Per Telecom Release are described in EN-OP-102, section 5.16 and 17.

## Per Telecom & Alternate Release Authorization Sections 5.16 & 17



**Alternate Release** A release authorized by the Shift Manager (SM) or his/her designee in the event that Tagout release is required and a Tagout/Work Order Holder cannot be contacted and is not on site.

**Per Telecom** The sign on/off of a Tagout/Work Order Holder or Tagger by the Operations Supervisor after concurrence between the Holder or Tagger and the Operations Supervisor is achieved by direct communication. **IF** the Holder is onsite **THEN** Per Telecom is not allowed.

**IF** a Tagout must be released AND you as the Work Order Holder have left the site BUT you have not signed off of the Tagout, **THEN** one of these methods (described in EN-OP-102 sections 5.16 and 5.17) will be used to remove you from the Tagout:

- **IF** you can be contacted by phone, **THEN** the Operations Supervisor will notify you or a knowledgeable person "Per Telecom" AND document that notification in a Condition Report.
- **IF** you are not onsite **AND** cannot be contacted by phone, **THEN** the actions described in 5.17, Alternate Release Authorization will be used to remove you from the Tagout. Since you or a knowledgeable individual could not be notified, then your security badge will be deactivated or captured to prevent you from beginning work on a Tagout that will no longer provide the necessary protection AND that notification will be documented in a Condition Report.

Remember: You are expected to sign off of your Tagout at the end of your shift or when your work is completed. IF you are using a paper sign on/off sheet, **THEN** you **MUST** sign off with NO EXCEPTIONS. IF you are signed on using eSOMS AND the Tagout Holder has authorized you to do so, you may then remain on the Tagout beyond the end of your shift.

EO 6.2, 6.3, 6.3.1

## Emergency Release Section 5.27



### Emergency Release Of Tagouts

- If an emergency condition (immediate threat to the public, plant or personnel safety) exists, then the Shift Manager may authorize removal after performing the following:
  - Evaluate whether the Tagout can safely be released.
  - Sign off all Tagout Holders and Work Order Holders.
  - Document the reason for the emergency release on the Tagout.
  - Notify all Tagout Holders and Work Order Holders of the Tagout removal.
  - The Emergency Release authorization is documented using the site corrective action process.

EO 6.3.1

## Review



- When may a Work Order Holder remain signed onto a Tagout beyond the end of their shift?
  - If they are signed on using eSOMS only and it has been authorized by the Tagout Holder
- How is a Work Order Holder prevented from beginning work on a Work Order that is no longer protected by a Tagout.
  - The Work Order Holder's badge has been captured or deactivated by security in accordance with EN-OP-102.
- When will the Alternate Release Authorization or Per Telecom process be used to remove a Work Order Holder from a Tagout?
  - These processes are used when a Tagout must be released but the Work Order Holder did not sign off of the Tagout at the end of their work or shift.
- Explain the required actions when executing your responsibilities when signing off the work order at the end of the shift or when you are no longer required to work under the protection of the Tagout. (EO-6.0)
  - In accordance with EN-FAP-OP-019 describe the use eSOMS to sign off of a Tagout as a Work Order Holder. (EO-6.1)
  - Define when a work order holder may remain signed on to a Tagout beyond the end of shift. (EO-6.2)
  - Explain the actions required if Work Order Holder fails to sign off of a Tagout at the end of shift if the Tagout must be released. (EO-6.3)

## WORK ORDER HOLDER Enabling Objectives



- Determine the eSOMS rights that you will be given when qualified as a Work Order Holder. (EO-1.0)
- Discuss the task conditions that will be evaluated in determining the need for protection under a Tagout for a given Workorder in accordance with the General Requirements of EN-OP-102. (EO-2.0)
  - Identify the activities that may be performed without the protection of a Tagout. (EO-2.1)
  - Determine when a maintenance support activity requires protection under a Tagout. (EO-2.2)
- Explain the required actions when executing your responsibilities for Work Order Holder Sign On. (EO-3.0)
  - Discuss the requirements of a Work Order Holder brief for signing onto a Tagout. (EO-3.1)
  - Describe the how a Temporary Lift can impact a Work Order Holder as described in EN-OP-102. (EO-3.2)
    - Describe the three conditions and required actions for you as a Work Order Holder when a Temporary Lift will be applied to your Tagout. (EO-3.2.1)
    - Describe the appropriate actions if a Temporary Lift has an impact on your working boundary. (EO-3.2.2)
  - Describe when a work order may be signed onto a Tagout using Sign On/Off Sheet instead of eSOMS. (EO-3.3)
  - In accordance with EN-FAP-OP-019 describe the use of eSOMS to sign onto a Tagout as a Work Order Holder. (EO-3.4)



## WORK ORDER HOLDER

### Enabling Objectives



- Discuss the processes that are used to isolate hazardous energy sources from your working boundary. (EO-4.0)
  - Discuss the protection provided by the Types of Tags/Tagging Processes as described in EN-OP-102 Attachment 1 Tag Standards for (EO 4.1):
    - Danger Tag, Equipment Protection Tags, & Lockout Device (EO-4.1.1)
    - Test and Maintenance Tag (EO-4.1.2)
    - Caution Tag (EO-4.1.3)
  - Identify the Tagout types that do not allow Work Order Holders to sign on. (EO-4.2)
    - Describe the purpose of Administrative Tagouts and how they are used. (EO-4.2.1)
- Describe Lockout Device Specifications in accordance with EN-OP-102. (EO-5.0)
- Explain the required actions when executing your responsibilities when signing off the work order at the end of the shift or when you are no longer required to work under the protection of the Tagout. (EO-6.0)
  - In accordance with EN-FAP-OP-019 describe the use eSOMS to sign off of a Tagout as a Work Order Holder. (EO-6.1)
  - Define when a work order holder may remain signed on to a Tagout beyond the end of shift. (EO-6.2)
  - Explain the actions required if Work Order Holder fails to sign off of a Tagout at the end of shift if the Tagout must be released. (EO-6.3)
    - Describe the purpose for Per Telecom, Alternate Release Authorization and Emergency Release processes. (EO-6.3.1)

## WORK ORDER HOLDER



### NOTE

This training has provided you the opportunity to become familiar with your responsibilities in the use and application of the Work Order Holder process.

Consistent, safe and deliberate use of this process is up to you.

Please reference EN-OP-102, EN-FAP-OP-019 and EN-IS-123 while you take the qualifying exam AND as you perform your role as a Work Order Holder.

This training is complete. Close the browser and return to the LMS.

Course Number: FCBT-ADM-WHO

Revision Number: 15

Course Title: Work Order Holder Training

INSTRUCTIONS: Training Material must comply with EN-TQ-201-02 and EN-TQ-201-03. Check/initial or mark N/A as appropriate.

NOTE: For minor revisions, only the preparer is required to sign this checklist.

### SECTION A – CLASSROOM AND COMPUTER BASED TRAINING

Item Description	Preparer (Initial)	Technical Reviewer (Comments/Initial)	Instructional Adequacy Reviewer (Comments/Initial)
Form TQF-201-AN07, Training and Design Worksheet is completed.	N/A		N/A
Method(s) of evaluation is clearly defined and align with the objectives and content of the lesson.	RK		N/A
Objectives are at cognitive or performance level that meets the full intent of the training material's overall goal.	RK		N/A
Objectives are measurable and contain appropriate conditions and standards.	RK		N/A
Higher order objectives and objectives in the affective domain are incorporated, as appropriate.	RK		N/A
Each enabling objective is supported with content in the lesson plan.	RK	N/A	
Training materials that support multi-disciplines or different audiences are annotated to indicate which objectives are required for each group.	N/A	N/A	
Supporting materials are listed in the lesson plan and approved as part of the lesson package	RK		N/A

<p>Training material content is technically accurate.</p> <ul style="list-style-type: none"> <li>• refers to and incorporates latest version of procedures</li> <li>• refers to and incorporates latest version of Technical Specifications/Technical Requirements</li> <li>• reflects current status of plant systems and equipment</li> <li>• included charts, graphs, photos, screen shots, and simplified drawings are current and accurate</li> <li>• included exercises are technically accurate</li> <li>• answers to scripted questions are correct</li> </ul>	OK	N/A	
Complexity and level of detail are appropriate for the intended trainees	OK	N/A	
The time allotted is appropriate for the amount of material to be presented.	OK	N/A	
Commitments (e.g., CAPRs) are annotated under commitment section and in close proximity to applicable material.	OK	N/A	
Fundamentals, human performance tools, safety, operating experience, technical skills and other expectations are incorporated. (Maintenance Fundamentals must be included when applicable - CAPR for CR-GGN-2016-2950)	OK	N/A	
<p>Potential impact on reactivity management is addressed, as appropriate.</p> <p>Risk recognition and mitigation practices are addressed, as appropriate.</p>	OK	N/A	
Proficiency Concepts and self-awareness are included within the material as applicable.	OK	N/A	
Instructor notes contain adequate information to ensure consistent delivery by various instructors. Notes indicate delivery of required information versus optional information or activities is annotated.	N/A		N/A
Questions or activities designed to promote student engagement and check comprehension are listed near applicable content.	OK		N/A

Training aids are included with lesson plan or location is clearly identified.	N/A		N/A
All references are up to date.	OK	N/A	
PowerPoint presentation text is concise and summarizes key ideas; details are in the instructor notes.	OK		N/A
Lesson contains adequate guidance to implement performance exercises, if applicable.	OK		N/A
Performance exercises are setup to reflect actual plant conditions as realistically as possible.	N/A	N/A	
No security sensitive/safeguards information is included.	OK	N/A	
Required information has been entered in all hierarchies in VISION, including applicable Cross Reference items linked.	N/A		N/A
For new and major revisions only, training material has been evaluated to determine if a change management plan is needed and one developed if required.	N/A	N/A	

Tracking Actions Incorporated  
Action #s

Yes ☐ No ☐ NA ☒

Tracking Actions Issued  
Action #s

Yes ☐ No ☐ NA ☒