

VEHICLE PRACTICE

Reference: VP 04 03	Revision: 2.0
Page 1 of 1	
Date: Revised: 2016 03 01	

VEHICLE TAG-OUT PROCEDURE

1.0 INTRODUCTION

The intent of this vehicle practice is to outline the tag-out procedure for NSPI vehicles.

2.0 BACKGROUND

Tag out is a labelling process that is to be used when a vehicle is damaged or broken and in need of repair. The process of tagging out a vehicle involves attaching a series of tags to ensure that operation of the vehicle or component does not take place before the repair has been completed.

3.0 PROCEDURE

3.1 When a NSPI vehicle is in need of repair the Tag Out procedure is to be followed.

3.2 The employee's supervisor is to be contacted in the event of a tag out.

3.3 There are three locations that need to be tagged.

3.3.1 Attached to the keys for the vehicle

3.3.2 Attached to the steering wheel of the vehicle

3.3.3 Attached to the affected component

3.4 The attached tag is to include the following.

3.4.1 The unit number the tag is installed on

3.4.2 The date and time the tag was installed

3.4.3 The reason for the tag out

3.4.4 The name of the employee who installed the tag.

3.4.5 A contact number for the employee who installed the tag in case further details are needed.

3.5 After an approved individual completes the repair stated on the tag out they are to contact fleet services. Once this is done the tag may be removed by said individual. The individual is then asked to sign off on the tags and leave them in the cab of the vehicle.