

Alternative Authorization for Removing Locks and Tags Form

The purpose of this form is to attain authorization to remove a personal red lock and tag intended to control hazardous energy if the person who applied it is not available and is unable to return to site. (See [Control of Hazardous Energy: General Requirements](#) [SLAC-I-730-0A10S-004]).

Note This form does not apply to removing administrative locks and tags, which are neither red nor used for worker protection. An administrative lock or tag must be removed by one or more operations staff members who control the key(s).

Request <i>(completed by requester)</i>		
Reasons/circumstances for removing lock/tag		
Requester (authorized worker requesting removal of lock/tag)	Dept / group	Phone number
Signature	Date requested	
Lock/tag <i>(completed by requester)</i>		
Owner (authorized worker who applied lock, named on lock/tag)	Dept / group	Phone number
Location (building/room)	Description of machinery, equipment, or system	
Efforts made to confirm availability of owner <i>(completed by requester or authorizing supervisor)</i>		
Authorization <i>(completed by authorizing supervisor or by requester if approval by telephone)</i>		
Authorizing supervisor (supervisor or manager of employee whose lock is to be removed)	Dept / group	Phone number
Signature	Date approved	
Closeout		
Date lock/tag removed <i>(completed by requester)</i>		Requester initial
Efforts made to inform lock owner that the personal lock/tag was removed <i>(completed by authorizing supervisor)</i>		Authorizing supervisor initial

Authorizing supervisor to keep completed form for 12 months.