DEPARTMENT OF THE NAVY
NAVAL SEA SYSTEMS COMMAND
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IN REPLY REFER TO

NAVSEAINST 3120.1
Ser 04XQ/00-009
08 Aug 00

NAVSEA INSTRUCTION 3120.1

From: Commander, Naval Sea Systems Command

Subj: TAG-OUT USERS MANUAL

Ref: (a) OPNAVINST 3120.32C, 630.17 Equipment Tag-out Bill
(b) NAVSEA S0400-AD-URM-010/TUM, Tag-out Users Manual(TUM)
(c) NAVSEA 0905-485-6010, Manual for the Control of Testing and Ship Conditions
(d) NAVSEA 0989-028-5000, Manual for the Control of Testing and Plant Conditions
(e) NAVSEA S9086-XX-STM-SERIES - Naval Ship's Technical Manual (All Chapters)
(f) CINCLANTFLT/CINCPACFLTINST 4790.3, Joint Fleet Maintenance Manual

1. Purpose. The purpose of this instruction is to establish NAVSEA policy for the tag-out requirements for the isolation of shipboard components, equipment, systems or portions of systems.

2. Scope. The policy and procedures of references (a) and (b) are written to:

a. Provide for personnel and equipment safety.

b. Provide a single tag-out procedure manual for fleet and NAVSEA activities and units.

c. Prevent improper operation when a component, equipment, system, or portion of a system is isolated or in an abnormal condition.

d. Prevent improper operation when a freeze seal is applied to a system or when other safety devices such as blank flanges are installed for testing, maintenance, or casualty isolation.

e. Provide a procedure for use when an instrument is unreliable or not in its normal operating condition.

f. Provide a procedure for control of hazardous energy.

3. Discussion. The policy requirements of reference (a) are incorporated into and implemented by this instruction. Detailed procedures, instructions and technical requirements for tag-out processes are contained in reference (b). This Tag-out User's Manual (TUM) complements requirements and processes in references (a), (c), (d) and (e).

4. Fleet Concurrence. CINCLANTFLT and CINCPACFLT have concurred with this instruction and have agreed to revise reference (f) to implement reference (b) for fleet activities and units. Reference (b) was developed with Fleet input and contains technical requirements from NAVSEASYSCOM and Fleet guidelines for ship operations. Fleet concurrence has been obtained for reference (b) and will be obtained for all subsequent changes to this instruction and all changes to reference (b).

5. Applicability. This instruction applies to equipment tag-outs and instrument labels on all systems and components on naval ships including all naval nuclear propulsion systems.

6. Policy

a. Equipment and planned maintenance system tag-out and out-of-commission and out-of-calibration instrumentation labeling requirements and procedures are contained in reference (b).

b. All current local instructions governing equipment and planned maintenance system tag-out and out-of-commission and out-of-calibration instrumentation labeling requirements and procedures shall be cancelled and replaced with reference (b).

7. Action. All NAVSEA activities shall comply with the requirements of this instruction and implement reference (b). All tag-out process procedures in NAVSEA instructions, technical manuals and technical publications shall be removed and this instruction shall be the sole source for all tag-out policy. These publications are currently in revision and that, in the interim, any noted conflicts should be raised to the cognizant authority for further direction.

G. P. NANOS, JR.

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