# Tag-Out Record Sheet (TORS) (Front) DANGER/CAUTION TAG-OUT RECORD SHEET

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| **1. SYSTEM OR COMPONENT** | | | | **2. LOG SERIAL NO.** | | | |
| **3. AMPLIFYING INSTRUCTIONS (MANDATORY FOR CAUTION TAGS)** | | | | | | | |
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| **OPERATIONS/WORK ITEMS INCLUDED IN TAG-OUT** | | | | | | | |
| 4. REASON FOR TAG-OUT AND APPLICABLE DOCUMENTATION  (E.G, TWD, JSN, WAF, ETC.) | 5. TAG NUMBERS  USED | 6. DATE/ TIME  ISSUED OR ADDED | 7. PETTY OFFICER IN CHARGE (SIGNATURE) | | 9. AUTHORIZING OFFICER  (SIGNATURE) | WORK COMPLETE | |
| 11. WORK CENTER REPRESENTATIVE | 13. DATE |
| 8. INDEPENDENT REVIEWER  (SIGNATURE) | | 10. REPAIR ACTIVITY REP. (SIGNATURE) (WHEN REQD) | 12. REPAIR ACTIVITY REP. (WHEN APPROP) | 13. DATE |
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(FOR ILLUSTRATION ONLY - USE FORM NAVSEA 9210/9) □ CHECK BOX IF CONTINUED ON ADDITIONAL SHEET

**Figure K-2**

**Tag-Out Record Sheet (TORS) (Back)**

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| 14. TAG NO. | 15.  SYSTEM/ COMPONENT ID | 16.  TAGGED POSITION/ CONDITION | 17.  POSTED BY (INITIAL) | 18a.  POSTING CHECKED BY (INITIAL) | 18b.  RA WITNESS (INITIAL) | | 19.  CLEARANCE POSITION/ CONDITION | 20. CLEARANCE AUTHORIZED (SIGNATURE) | | 21. DATE/ TIME  CLEARED | 22.  CLEARED BY (INITIAL) |
| a.  AUTHORIZING OFFICER | b.  REPAIR ACTIVITY |
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| 23. SIGNATURE OF WATCH OFFICER/DUTY OFFICER | | | | | 24. DATE/TIME | | |  CONTINUED ON ADDITIONAL SHEET (CHECK IF APPLICABLE) | | | |

(FOR ILLUSTRATION ONLY - USE FORM NAVSEA 9210/9)

**Figure K-3**