# 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 NUMBERSUSED | 6. DATE/ TIMEISSUED 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/ TIMECLEARED | 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**