Appendix A: Absentee Lock/Tag Removal Form

When an authorized employee who applied a lock or tag device is not available to remove the lock or tag, then this lock removal procedure shall be used. The supervisor will apply the following procedure:

- Verify that the authorized employee who applied the device is not at the facility;
- Make all reasonable efforts to contact the authorized employee to inform he/shethat his/her lockout or tag out device has been removed.
- Ensure that the authorized employee has this knowledge before he/she resumes work. This can be accomplished by meeting with the employee prior to that employee beginning work activities upon their earliest return to work.
- Complete a lock removal form and submit to the safety manager upon completion of this form.

- Owner of Lock: ___________________________________________ (print)
- Name of Supervisor Initiating Removal: ________________________(print)
- Location/Name of Equipment: ___________________________________
- Date of Removal: ________________Time: ________________________
- Type of Energy (e.g. Electric, Pneumatic, Mechanical): _________________

Steps taken to contact Owner of Lock/Tag:

________________________________________________________________________
________________________________________________________________________

Date/Time Contact was Attempted: _________________________________

Phone number/Method of Contact: _________________________________

Reason for removing Lock or tag:

________________________________________________________________________
________________________________________________________________________

Signature of Supervisor Initiating Removal:_______________________________

Signature of Individual** whose LOTO device was removed: ______________________

**By signing, the individual whose LOTO device was removed certifies that they have been made aware of the fact that their energy control device identified above was removed under the supervision of an authorized supervisor and realize that they no longer have this equipment under isolation.