

This authorisation is to be used in cases where a Red Personal Lock & Personal Danger Tag has been left on an item of equipment and the originator cannot be contacted.

Section 1: Details of Personal Danger Tag

Description of Equipment:

Tag Information: **Name of Originator:** _____

Date: _____ **Time:** _____

Place: _____

Employer: _____

Reason for Original Replacement:

Consequences for Non-Removal:

Section 2: Procedure for Location of Originator and Removal of Tag & Lock

Procedure:		YES	NO
1.	Tagged/Locked area searched to ensure originator not present		
2.	Contact attempted by phone		
3.	Contact attempted in person		
4.	Safe to remove the Red Personal Lock and Personal Danger Tag		
5.	Approval to remove Red Personal Lock and Personal Danger Tag received		

Removal Details:

Responsible Person (print): _____

Red Personal Lock and Personal Danger Tag removed: YES NO

If Yes: **Date:** _____ **Time:** _____

Section 3: Authorisation

I authorise the Responsible Person whose name appears in Section 2 to remove the Red Personal Lock and Personal Danger Tag identified in Section 1.

Manager: _____ **Signature:** _____

Delegated Authoriser: _____ **Signature:** _____

Date: _____ **Time:** _____

Section 4: Incident Report Action - Enter into incident event system and upload this document as an attachment