



SAFETY POLICY AND PROCEDURE MANUAL

NUMBER 11.5 – RED TAG PERMIT

Number: 11.5

Issued: 9/2019

Revised: 2/2023

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1.0 PURPOSE:

To establish a communication system when the fire protection is off-line or out of service at a Signature facility.

2.0 POLICY:

Each Signature facility will comply with local, state, and national fire safety standards. Each Signature facility will have a communication system (Red Tag Permit) when the fire protection system is off-line or out of service.

3.0 RESPONSIBILITIES:

- A. It is the responsibility of the **Facility Leader** to ensure compliance with this procedure in its entirety.
- B. It is the responsibility of all **Employees** to follow the requirements of this procedure.

4.0 PROCEDURE:

- A. The RED TAG PROGRAM must be implemented when an Signature employee or a Contractor takes the fire protection equipment (sprinkler system, pumps, etc.) out of service.
- B. A RED TAG (see attached) must be filled out in its entirety.
- C. All RED TAGS, after completed, must be approved by the Facility Leader prior to taking any valve/pump out of service.
- D. After approval, but before taking any equipment out of service, the Fire System Alarm Monitoring Company must be notified.
- E. If the valve/pump is expected to be out of service more than 6 hours, our insurance carrier must be notified prior to the equipment being taken out of service.
- F. After approval and notifications, the REG TAG must be hung from the valve/pump that is taken out of service.
- G. All metal welding and "hot work" (including cutting and grinding) shall be prohibited during the valve/pump being out of service.
- H. Initiate a "fire watch" patrol in all areas where the valve/pump is out of service.
- I. After the work is completed, place the valve/pump back into service and remove the RED TAG
- J. On the bottom of the red tag, print the name of the person closing the red tag, the date and the time that the red tag was closed.
- K. All completed RED TAGS shall be retained in the Safety Notebook or electronic folder at the facility.
- L. Employees failing to comply with this procedure will be disciplined in accordance with normal progressive disciplinary procedures for the facility.



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5.0 ATTACHMENT / FORMS:

A. Red Tag

6.0 PROCEDURE HISTORY

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NUMBER 11.5 – RED TAG PERMIT**ATTACHMENT A – Red Tag**

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RED TAG PERMIT	
CONTROL NUMBER 2329518	INDEX NUMBER
PRECAUTIONS TAKEN (CHECK AS APPROPRIATE)	
<input type="checkbox"/> Emergency Organization Notified	<input type="checkbox"/> Continuous Work Authorized
<input type="checkbox"/> Public Fire Department Notified	<input type="checkbox"/> Ongoing Patrol of Area
<input type="checkbox"/> Hazardous Operations Stopped	<input type="checkbox"/> Hydrant Connected to Sprinkler Riser
<input type="checkbox"/> Hot Work Prohibited	<input type="checkbox"/> Pipe Plugs on Hand
<input type="checkbox"/> Smoking Restricted	<input type="checkbox"/> Fire Hose Laid Out
<input type="checkbox"/> Other	
CONTACT NAME	
LOCATION (City, State/Province)	
CONTACT PHONE NO.	CONTACT FAX NO.
CHECK IF	SPRINKLER VALVE LOCATION/NUMBER
<input type="checkbox"/> SPRINKLER	
<input type="checkbox"/> FIRE PUMP	
<input type="checkbox"/> CO ₂	AREA PROTECTED
<input type="checkbox"/> HALON	
<input type="checkbox"/> OTHER	
REASON FOR IMPAIRMENT	
PLANNED DATE/TIME TO BE CLOSED	
PLANNED DATE/TIME TO BE OPEN	
NAME/TITLE OF RESPONSIBLE PERSON	
AUTHORIZED BY (NAME)	FIRE PROTECTION EQUIPMENT OPERATOR (NAME)
PART 1 INSTRUCTIONS	
Permit Authorizer: Fill out using ballpoint pen, sign and issue permit as follows:	
RED TAG PERMIT	