Print, cut along the dashed line and fix the tag to the equipment where members will see it.

OUT OF ORDER

DO NOT USE THIS EQUIPMENT

This equipment has been taken out of service. Please let staff know if you have any questions. Thank you for your patience.

Equipment / asset ID

Date tagged

Fault (brief)

Job reference

Tagged by

Only to be removed by (name or role)

ClubPilot

Free printable tag | clubpilot.au/resources

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Out-of-service register

Out-of-service register: every tagged item, its job and who returned it to service.

Club / location _____ **Register started** _____ **Responsible manager** _____

Fix the tag where members will see it before they use the equipment, and isolate the item where you can. Only the person or role named on the tag should remove it, after the repair has been checked.

Date tagged	Equipment / location	Fault	Tagged by	Job ref.	Returned to service by / date

Explore the related ClubPilot workflow