TECHNICAL DATA SHEET No. 27

Reece Safety Products Ltd

Unit B9, Lowfields Close, Lowfields Business Park, Elland, West Yorkshire HX5 9DX
Tel: 01422 310456 Fax: 01422 311070 Email sales@reecesafety.co.uk www.reecesafety.co.uk

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Product Information and Assembly Instructions - Safety Management Tag System RSTS1

INTRODUCTION

These instructions cover the operation and use of the Safety Management System. The device assists in compliance to Health & Safety Legislation and ensures that accurate maintenance records are maintained.

All tag/label safety symbols comply with relevant EC health and safety directives.

TAG HOLDER WITH SLIDE
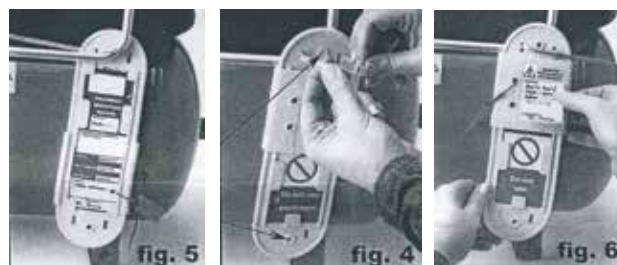
Insertion of Tags

2 Tags can be displayed at all times, 1 on either side

1.   Insert a Safety Message Tag (such as the "Safe to use/Do not use" tag) in FRONT section of Tag Holder (see fig 1). The FRONT section must always display a double Message Tag.

fig. 1   fig. 2   fig. 3

2.   Complete a Maintenance Record Tag using a permanent marker and insert it on the reverse side of the holder (see fig 2).

3.   Slide the cover over the message you wish to conceal so only the top or bottom message is showing.

4.   To make the device completely secure and tamper-evident, attach a security seal through the slide and holder (see fig. 3)

ATTACHING THE HOLDER

1.   Each Tag Holder can be attached to equipment using plastic ties (see fig. 4) or screw fixing.

2.   Ensure that you gain easy access to the reverse slide so the Maintenance Record Tag can be read easily (see fig. 5).

3.   If permanently fixing holder to a flat surface using screw fixing, remove the slider and insert the appropriate Maintenance Record Tag, then secure Tag to Holder using security seals. (Only 1 side of Tag Holder will be visible).

fig. 5   fig. 4   fig. 6

APPLYING WARNING LABELS TO COVER SLIDE

1.   Complete the appropriate Warning Label using a permanent marker and apply label to recessed area on cover slider.

2.   Move the slider so that it hides the "Safe to use" message (see fig. 6) and attach a security seal.

APPLYING LABELS TO TAGS

For additional information, you can apply self-adhesive labels to a specified area on Maintenance Record Tags. These include:

"   Company logo, barcode, asset identification number using DuraGuard Nameplates
"   Hazardous substance or other warning labels

USING TAG HOLDER WITHOUT SLIDER

If the Holder is being permanently fixed using screw fixings, remove slider from holder and attach Holder to the surface. Then, insert the appropriate Maintenance Record Tags. Not appropriate for use with Safety Message Tags.