

5S RED TAG HOLDING AREA

This area is designed for red tag items.

5S RED TAG

STEP 1 – TAG AND CATEGORIZE THE ITEM

ITEM/PART DETAILS

DATE: __/__/__ NAME: _____

ITEM NAME _____

AREA/LOCATION _____

CATEGORY

- EQUIPMENT, MACHINE, OR TOOL
- RAW MATERIALS OR SUPPLIES
- WORK IN PROCESS
- FINISHED GOODS
- MAINTENANCE SUPPLIES
- MACHINE PARTS
- OFFICE SUPPLIES
- UNKNOWN
- OTHER _____

REASON FOR TAGGING

- NOT REQUIRED
- OLD/OBSOLETE/EXPIRED
- SURPLUS
- DEFECTIVE
- SCRAP
- IN WRONG LOCATION
- OTHER _____

5S RED TAG

STEP 2 – EVALUATE THE ITEM

ACTION TO TAKE

- SCRAP/DISPOSE
- DONATE
- REPAIR
- COMPLIANCE TESTING
- RETURN TO VENDOR
- RECYCLE
- CALIBRATION
- SELL/AUCTION
- STORE/HOLD
- REPURPOSE TO _____
- OTHER _____

STEP 3 – DISPOSITION AND DOCUMENT

OWNERSHIP AND OUTCOMES

ACTION TAKEN BY:
(NAME OF PERSON) _____
DATE COMPLETED: __/__/__

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