

**5s Red Tag Template**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | **5S RED TAG** | | |  |  |  |
|  |  |  |  |  |  |  |  |
|  | Apply Date |  | | | | |  |
|  |  |  |  |  |  |  |  |
|  | Department |  | | | | |  |
|  |  |  |  |  |  |  |  |
|  | Category | Disposal |  |  |  |  |  |
|  | Storage |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  | Storage Reason(s) | Maximum storage opportunity 3 months | | | |  |  |
|  |  | | | | |  |
|  |  | | | | |  |
|  |  | | | | |  |
|  |  |  |  |  |  |  |  |
|  | Item Description |  | | | | |  |
|  |  | | | | |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  | Quantity |  | | | | |  |
|  |  |  |  |  |  |  |  |
|  | Reasons | Working |  |  |  |  |  |
|  | Not Working |  |  |  |  |  |
|  | Not Needed |  |  |  |  |  |
|  | Other: |  | | | |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  | Release Approval | Dispose of |  |  |  |  |  |
|  | Donate |  |  |  |  |  |
|  | Store |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  | Expiry Date |  | | | | |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |