**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 |   |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |