

# 5S RED TAG USAGE INSTRUCTIONS



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Apply Date	Date item placed into area		
Department	Area item came from		
Category	Disposal Place in Red Tag area for further disposition	<input type="checkbox"/>	What do you want done with the item?
	Storage Must include reason and how long (see below)	<input type="checkbox"/>	
Storage Reason(s)	Maximum storage opportunity 3 months		
	Why you want it stored, if you choose storage		
	Indicate length of storage		
	<input type="text"/>		
Item Description	Brief description		
	<input type="text"/>		
	<input type="text"/>		
Quantity	Quantity, if more than one		
Reasons	Working	<input type="checkbox"/>	The items status, check all that apply
	Not Working	<input type="checkbox"/>	
	Not Needed	<input type="checkbox"/>	
	Other:	<input type="text"/>	
Release Approval	Dispose of	<input type="checkbox"/>	Final action of item Check when item is removed from area
	Donate	<input type="checkbox"/>	
	Store	<input type="checkbox"/>	
Expiry Date	Final date item is to be removed from area		