Red Tag Area

What is a Red Tag area?

When going through the 5S process in the "Sort" function, sometimes it's not clear whether an item, or piece of equipment should be kept or removed. A Red Tag area will help the team temporarily "let go" of items rather than struggle through the decision of discarding versus keeping.

How does a Red Tag area work?

Locate a storage area where you can place all the items that you are unsure about and attach a red tag to each item. This is known as your red tag area. However don't forget to communicate to all the people on the unit / area where you are doing this and that these items are now located here incase the item does need to be returned to service .

If an item is used, the person who takes and uses the item must tear off the red tag, and leave the red tag in the Red Tag area (usually a basket for these tags). The red tag area must be cleared out on a regular basis so it won't turn into a junk pile. Discarding items from the Red Tag area should be done in a responsible manner (donate or recycle whenever possible) and in accordance to your organizations financial guidelines.

Some guidelines for Red Tag area Culling:

➤ Set a timeline for how long items can stay in the area, usually 2—3 months is a good time frame.

➤ Identify appropriate people who can make the decision if an item should stay or go.

➤ Set a schedule for the group to review the items in the Red Tag area, bi-weekly is a good time frame.

➤ Encourage other departments to visit your Red Tag area, there may be items that they can use versus buying them new.

Note that you should also post instructions in the red tag area on how to use it.

5S RED TAG

Please fill in the sections marked with- ✍

Apply Date ✍	
Department ✍	*Department Manager Signature*
Category ✍	1) Disposal ☐
	2) Storage ☐
Storage Reasons ✍	*Maximum storage opportunity 3 months*
Item Description ✍	
Quantity ✍	
Reasons ✍	1) Working ☐
	2) Not Working ☐
	3) Not Needed ☐
	4) Other _____

Release Approval	Dispose of	Third world	Store
	☐	☐	☐
	☐	☐	☐
	☐	☐	☐
Expire Date			