









RED TAG AREA USAGE INSTRUCTIONS

Any department staff member can place an asset into the Red Tag area.

5S RED TAG

Please fill in the sections marked with- 

Apply Date 			
Department 	Department Manager Signature 		
Category 	1) Disposal	<input type="checkbox"/>	
	2) Storage	<input type="checkbox"/>	
Storage Reasons 	Maximum storage opportunity 3 months		
Item Description 			
Quantity 			
Reasons 	1) Working	<input type="checkbox"/>	
	2) Not Working	<input type="checkbox"/>	
	3) Not Needed	<input type="checkbox"/>	
	4) Other		
Release Approval	Dispose of	Third world	Store
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Expire Date			

Date item placed into area

Area item came from

What you want done with the item. Disposal – Remove from current area and put in red tag area for further disposition. Storage – Store in red tag area for reason (and time) indicated in 'Storage Reasons'.

Why you want it stored if you

Brief description

Quantity if more than one

The items status, check as many that apply

