

5S Red tag process

How to use 5S Red Tags

What is a 5s red tag

- Used to identify;
 - Broken tooling and fixtures
 - Unnecessary tooling , fixtures and materials
- Simple double sided label to attach to unnecessary items; red so as highly visible.
 - Side 1; simple identification of item
 - Side 2; disposition of item

Red tag process

- Usually two different approaches;
- Team identifies and labels all unnecessary items over a one to two week period within working area
- Blitz approach; team uses red tags to only identify items that cannot be removed safely or easily. All other items scrapped or moved to “crime watch area”.

5S sort – clear clutter and red tag

Date 25 December 96
Name Andie Dept CIM
Item Description Tool 342/451A

Front View

This item is not clutter because:
Maintenance contract requires
holding tool for twenty years
Name Chas Dept CIM

Reverse View

- Participants identify items that are potentially clutter for two hours
- Agreed clutter is disposed immediately
- Alleged clutter is removed to Crimewatch Room
- Red labels are filled out and secured to items if not movable
 - if in doubt, move or label the item
- Include people from other areas
- Check against walls, inside cabinets, tops of racks, behind machines, etc
- Others in area comment on Crimewatch Room and red labels where appropriate prior to the review (normally two weeks)

Clearing red tags

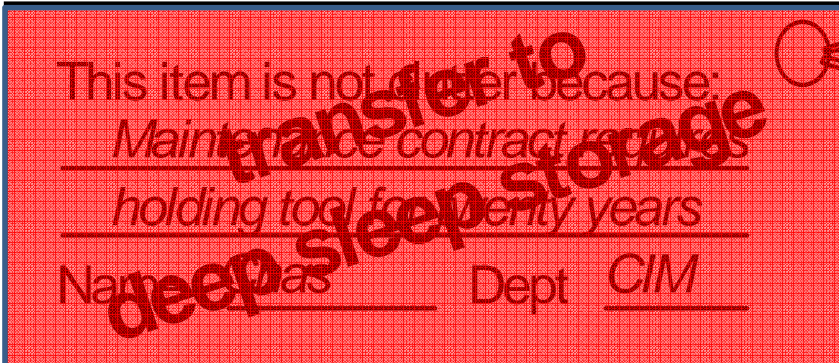
- On defined review date, participants search Crimewatch Room and production area and examine red label comments
- Review comments and decide whether to:
 - dispose of item
 - transfer to "deep-sleep" storage
 - reexamine for use
- Agreed decisions are written on red labels
- Items are dealt with, as instructed
- No red labels should remain at the end of the review and the Crimewatch Room should be empty
- Summarise on a one-side A4 report (with a specified destroy-by-date)



A red tag with a grid pattern. The text is written in red ink. It includes fields for Date, Name, Dept, and Item Description. A small circle with a hook is on the right side.

Date	25 December 96		
Name	Andie	Dept	CIM
Item Description	Tool 342/451A		

Front View



The reverse side of the red tag. It features a large, bold, diagonal stamp that reads "transfer to deep sleep storage". Below the stamp, there is a line of text explaining the reason for the decision: "This item is not a problem because: Maintenance contract requires holding tool for twenty years". At the bottom, there are fields for Name and Dept.

This item is not a problem because:
Maintenance contract requires
holding tool for twenty years

Name	Das	Dept	CIM
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Reverse View

Ongoing use of red tags

- There are a couple of ways to continue the Red Tag initiative to keep clutter from the working area;
- Allow the use of Red Tags at any time and have a specific review day (every Friday?).
- Have regular (Monthly) 5S reviews where the team revisits the area.

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