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
Basic 5s red tag
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

- 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)

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

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

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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).
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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