



RED TAG

General Information
Item Name: _____ Tagged By: _____
Location: _____
Category:
 Equipment Raw Material
 Tools & Jigs Raw Workpieces
 Finished Goods Stationery, etc.
 Instruments Misc.
 Consumable Materials Other
Other: _____
Reason for Red Tag
 Not Required Aged/Obsolete
 Defect Scrap
Other: _____

MS117

REDTAG TECHNIQUES

A how to guide for Red Tag inventory efforts with tips and tricks for maximum results.



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Red Tag Techniques

Using the Red Tag Techniques create a Red Tag area, separate needed from unneeded items and discard the unneeded items as follows:

The Red Tag technique is divided into three efforts. All efforts need a leader.

1. The first time effort: (Owner, President, etc.)

- a. Identify a local area with one week storage capacity, and a holding area manager
- b. The area must be highly visible and centrally located. This allows others to claim unneeded items
 - i. Have a RED TAG AREA Sign posted
 - ii. Set the boundaries of the area with Tape, Chain, etc
- c. Clearly labeled with rules for use and disposition posted
 - i. Items in this area are available for all departments
 - ii. Do not remove items without permission from _____ ext. _____
 - iii. These items will only remain in area for _____ days. After that they will be disposed of
 - iv. Please do not remove tags
- d. Let all know about the Red Tag area and rules through e-mail, intercom, postings on information boards, etc. Keep it low cost
- e. Example of a Red Tag:

The image shows two identical red Red Tag forms side-by-side. Each tag has a hole punch at the top and is divided into several sections for data entry:

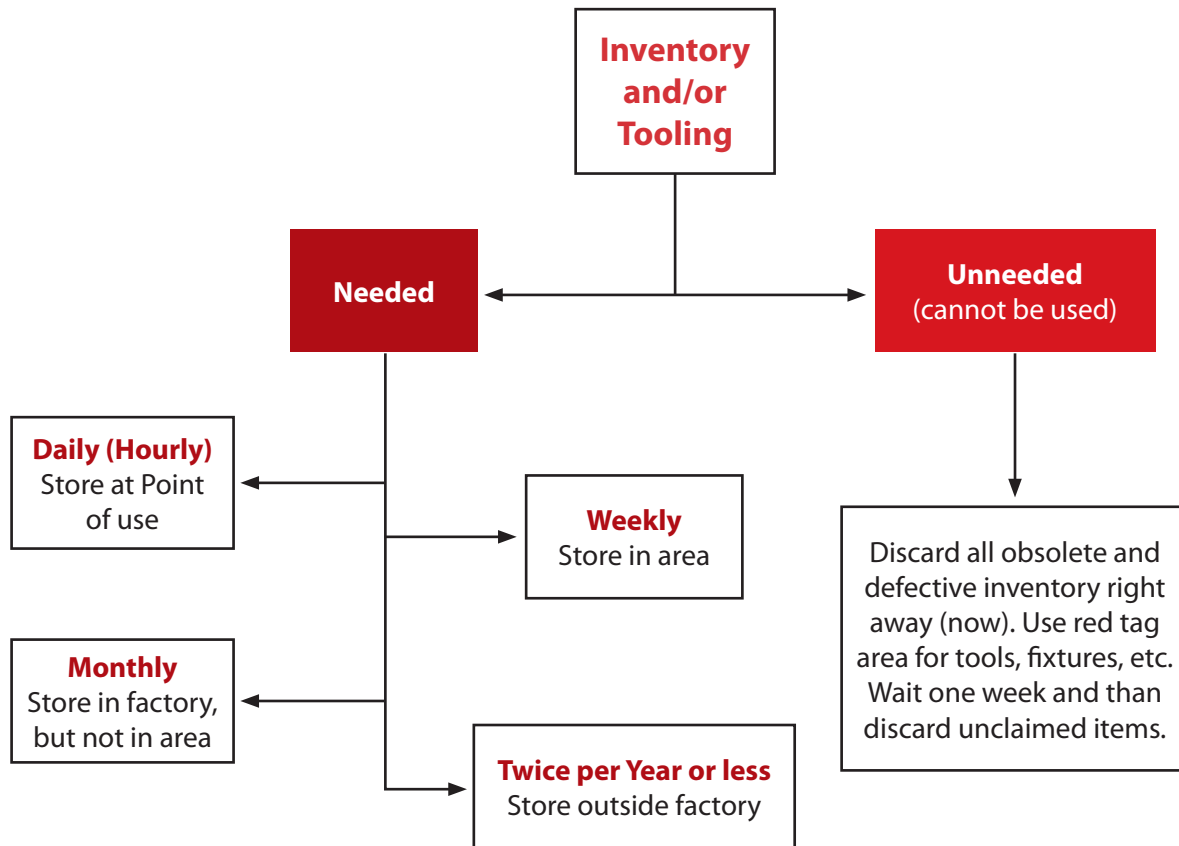
- General Information:** Fields for Date, Tagged By, Item Name, and Location.
- Category:** A grid of checkboxes for Equipment, Tools & Jigs, Finished Goods, Instruments, Consumable Materials, Machine Parts, Raw Materials, Work-in-Process, Stationary, etc., Misc., and Other.
- Reason for Red Tag:** A grid of checkboxes for Not Required, Defect, Scrap, Aged/Obsolete, and Other.
- Action to Take:** A grid of checkboxes for Return to, Discard, Move to Red Tag Storage Area, and Move to Storage Site.
- Additional Comments:** A series of horizontal lines for notes.
- Log No.:** A small box for logging the tag number.
- Footer:** The tag ID 'RPT177' and the website 'www.nationalmarker.com' are printed at the bottom.

- f. With the Red Tag area properly identified, decide on What is needed? What is not? Do the following:
 - i. Sort through all items in the work area (excess inventory, unneeded and defective items, Clutter, Wires, Tools, Fixtures, Gauges, Garbage, Furniture, Wall and Ceiling hangings, unused equipment, storage of items from other areas, paper work, supplies, etc) and ask:
 1. Does it have a function in this area?
 2. Is it needed? How often? By whom?
 3. If we remove it, will it really matter?
 4. Is it in the way? Does it take too much space?
 - ii. Look in cabinets with doors, under desks and tables, in drawers, shelves, in unlabeled boxes, around columns, walls (outdated posters, slogans, notices, memos, boards) and ask:
 1. Does it have a function in this area?
 2. Is it needed? How often? By whom?
 3. If we remove it, will it really matter?
 4. Is it in the way? Does it take too much space?
- g. Keep what is needed and discard what is not needed.



Red Tag Techniques (...continued)

The following flow chart is a guideline for Inventory and/or Tolling:



- h. Keep and properly store needed items.
- i. Reduce the number of items needed to the quantity required at any given time.
- j. Discard what is not needed by placing the items in the Red Tag area. Some items can be disposed of right away without storage in the Red Tag area.
- k. Some items will be claimed by other departments. Items that stay in area for more than a week (or predetermined time), will be "disposed of items" on schedule.
- l. Do not place items in red tag area that are not needed very often but cannot be disposed of. Instead store these items away from work area. Retrieve only as needed.

2. The daily effort: (workers, supervisor)

- a. Once the Red Tag techniques is applied for the first time the area will have only needed items. These conditions will only last for about one week without daily maintenance.
- b. Daily maintenance can be done by any worker.
- c. Any item that is not needed should be red tagged and disposed of immediately.

3. The annual (or semiannual) effort: (5S Steering committee, Owner, President, Director)

- a. Even with daily maintenance all companies will need an annual (or semiannual) Red Tag effort.
- b. This effort will require all workers in the area, supervisors, and outsiders. (Follow the guidelines for the first time effort as it applies).

