RED TAG

Date: _____

Tagged: _____

Description: _____

_____

_____

_____

Asset ID#: _____

Where Found: _____

_____

_____

_____

Reason for removal:

☐ **Not needed**   ☐ **Defective**

☐ **Scrap**   ☐ **Aged / Obsolete**

☐ **Other:** _____

RED TAG

Category:

- [ ] **Equipment / tools**
- [ ] **Parts / supplies**
- [ ] **Raw materials**
- [ ] **Work in progress**
- [ ] **Finished goods**
- [ ] **Other:** _____

Instructions:

- [ ] **Move to red tag holding area**
- [ ] **Return / move to:** _____
- [ ] **Discard immediately**
- [ ] **Other:** _____

Approved By:

Name: _____

Date: _____

Comments: _____

_____

_____

_____