

8 Wastes Check Sheet

Process Area:			Date:		
	Waste	Definition	Examples	Type "High" "Medium", "Low"	Description of Issues
D					
D	Defects	Information, products and services that are incomplete or inaccurate	<ul style="list-style-type: none"> - Inaccurate applications - Broken parts - Missed deadlines 		
O	Overproduction	Making more of something - making it earlier or faster than it's needed	<ul style="list-style-type: none"> - Extra copies of reports - Redundant storage (hard & soft) - "Reply All" on emails 		
W	Waiting	Waiting for information, equipment, materials, parts or people	<ul style="list-style-type: none"> - Waiting for approvals - Waiting for equipment - Waiting for large batches 		
N	Non-Utilized Talent	Not properly utilizing people's experience, skills, knowledge or creativity	<ul style="list-style-type: none"> - Employees unable to make decisions - Employees not fully trained - Skilled employees doing unskilled tasks 		
T	Transportation	Unnecessary movement of materials, information or equipment	<ul style="list-style-type: none"> - Hand-offs between functions - Multiple reviews - Sending, resending emails 		
I	Inventory	Accumulation of parts, information, applications, etc. beyond what is required by the customer	<ul style="list-style-type: none"> - Stockpiling supplies - Information piling up for data entry - Keeping data longer than necessary 		
M	Motion	Any movement by people that is not of value to the customer	<ul style="list-style-type: none"> - Repetitive key strokes - Walking between equipment - Switching applications 		
E	Extra-Processing	Any steps that do not add value in the eyes of the customer	<ul style="list-style-type: none"> - Extra Formatting, extra fields - Extra features, excess detail - Extra report information 		