

8 Wastes Identification

Thoroughly review a business process and identify occurrences of **waste** in the following categories. Document each instance to highlight inefficiencies and areas for improvement, aiming to enhance overall productivity and efficiency.

Transport



Inventory



Motion



Waiting



Over Processing



Over Production



Defects



Skills Unutilized



8 Wastes Identification

Examples Sheet

Transport



- Moving materials between departments without adding value.
- Excessive handling of products due to poor layout design.
- Unnecessary transport of documents between offices.

Inventory



- Overstocking raw materials or finished goods.
- Holding excessive work-in-progress (WIP) items.
- Storing outdated or obsolete inventory.

Motion



- Employees walking long distances to retrieve tools or materials.
- Repetitive bending, stretching, or reaching due to poor workspace design.
- Searching for misplaced items or documents.

Waiting



- Employees idling while waiting for materials or information.
- Delays caused by bottlenecks in the production line.
- Waiting for approvals or decisions from management.

Over Processing



- Performing unnecessary steps in a process that don't add value.
- Using high-precision equipment when simpler tools would suffice.
- Requiring excessive documentation or data entry.

Over Production



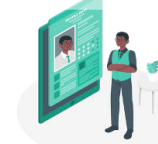
- Producing more products than are needed, leading to excess inventory.
- Creating reports or documents that aren't immediately required.
- Running machines faster than the subsequent process can handle.

Defects



- Producing items that do not meet quality standards, leading to rework or scrap.
- Errors in data entry or documentation requiring corrections.
- Customer returns due to faulty products.

Skills Unutilized



- Underutilizing employee talents by assigning routine, non-value tasks.
- Insufficient training on efficient tool and equipment use.
- Missing opportunities for employees to suggest process improvements.

