

Waste Tour Checklist

	Examples of Waste	Examples in your work area
Travel / Transport	<p>SHOP: Double or triple handling, extra trips to get stuff, moving inventory in & out, poor layouts, long distances, poor housekeeping</p> <p>OFFICE: Movement of paperwork, excessive email attachments, multiple hand-offs for approvals,</p>	
Inventory	<p>SHOP: Things piling up or backlogging, raw materials, work in process, finish goods, warehouse stock, yard stock</p> <p>OFFICE: In-box (physical or electronic), batch processing of transactions and reports, processing invoices once per week, filing backlog, too many supplies, multiple supply closets</p>	
Motion	<p>SHOP: Walking without working, searching for tools, materials, or information, reaching, re-grasping, bending, twisting, excess motion due to poor housekeeping</p> <p>OFFICE: Movement of people, walking to and from the copier, central filing, fax machine, or other offices</p>	
Waiting	<p>SHOP: Watching machines run or cycle, waiting for parts, waiting for instructions, waiting for approvals or decisions, waiting for information, trucks in the yard waiting to load or unload, jobs waiting for change orders</p> <p>OFFICE: Customers waiting on the phone for service, information waiting to be serviced in an inbox, systems downtime or slow response time, waiting for approvals or decisions, waiting for information</p>	
Over Production	<p>SHOP: More, sooner, or faster than needed, making extra parts for stock or stores, supplying sooner than is needed and its in the way. This is often a root cause of many types of waste</p> <p>OFFICE: More, sooner, or faster than needed, paperwork early than needed, purchasing items before they are needed, processing paperwork before it is needed, planning too far into the future</p>	
Over Processing	<p>SHOP: Repair or rework steps, extra setup steps, over-specification of a process, expediting, labour reporting</p> <p>OFFICE: Re-entering data, extra copies, unnecessary or excessive reports, cost accounting, expediting, labour reporting, travel expense reports, month-end closing</p>	
Defects	<p>SHOP: Poor quality, defective or scrap material, incorrect schedule or information, incorrect or missing paperwork at shipping/receiving</p> <p>OFFICE: Data entry errors, employee turnover, issuing credits due to invoicing errors, wrong information, missing information</p>	
Skills	<p>SHOP & OFFICE: Not recognizing process expertise, think of people as only a source of labour, limiting employee responsibility & authority to basic tasks, inadequate tools, insufficient cross-training, management command and control</p>	