

Waste Identification Sheet



Area:

Type of Waste	Definition	Observation
T ransportation	Excessive movement of people, information or materials	
I nventory	Excessive storage and delay of information or products	
M otion	Any motion that does not add value to the product or process	
W aiting	Long periods of inactivity for people, information, machinery or materials	
O ver Production	Producing more/sooner than the Internal or External customer needs	
O ver Processing	Using the wrong set of tools, procedures or systems	
D efects	Frequent errors in paperwork, product quality problems etc.	
S kills	Lack of training, application and development	

Rapid Idea Implementation

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What is the problem?	
Why is the problem happening?	
What are you going to do to solve the problem?	
Name	Date:

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Implementation Plan	Who	Date

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