

Identify the 9 Deadly Wastes in Your Workplace: Production

Use this checklist as you walk through your workplace along the path a process takes from beginning to end. Note all of your observations.

| | DESCRIPTION | OBSERVATIONS |
|---|---|--------------|
| D | Defects/quality: Mistakes that require return, rework, or scrap (e.g., defective parts or products, frequent errors in paperwork) | |
| O | Over-production: Making more than is required or earlier than required (e.g., products or parts or WIP, work-in-process) | |
| W | Waiting: Idle time waiting (e.g., for approval, equipment, information, instructions, machinery, materials, parts, people, tools, etc.) | |
| N | Non-utilized resources/talent: Not using employees to their full potential (e.g., lack of proper training, not cross training, skills mismatch with employees' capabilities, under-utilizing people's skills) | |

| | DESCRIPTION | OBSERVATIONS |
|---|---|--------------|
| T | Transportation: Excess movement of materials, people, products, information, and WIP (work-in-process) (e.g., moving things or people around the workplace unnecessarily) | |
| I | Inventory: Storing excess materials, parts, products, work-in-process, or documentation ahead of requirements | |
| M | Motion: Motion of people or product that does not add value (such as bending, turning, reaching, lifting, and walking without accomplishing actual work) | |
| E | Excess processing: Adding more value to the service than what the customers are willing to pay for (e.g., reviewing results of activities more often than required, double-checking, re-entry of customer data, cc'ing people unnecessarily) | |
| S | Safety complications and hazards currently present: Involving risks to people and/or to product, equipment, infrastructure. The objective is to eliminate defects, wasted motion and potential for accidents. Make sure workers are informed of risks and hazards beforehand. Are regular inspections scheduled and completed? Are actions plans drafted and completed? | |