

## 8 Types of Waste

### **D**efects

Scrap, rework, repacking, corrections, reconciliation, errors in paperwork or procedures.

### **O**ver Production

Producing more or sooner than the customer ordered.

### **W**aiting

Non-value added time such as waiting for materials, instructions, approval, supervisor, email, phone call.

### **N**on-utilized Employee Creativity

Losing time, ideas, improvements, and learning opportunities by not engaging or listening to all members of the work force.

### **T**ransportation

Material handling or information “hand-offs.”

### **I**nventory

Raw materials, work-in-process, finished goods.

### **M**otion

Non-value added time such as looking for, searching, obtaining items such as prints, tools, materials, memos, files, reports, invoices, approvals.

### **E**xtra Processing

Doing more than what the customer is willing to pay for.

CUT OUT AND SAVE FOR REFERENCE