

## 8 Types of Waste

### Defects

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

### Over Production

Producing more or sooner than the customer ordered.

### Waiting

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

### Non-utilized Employee Creativity

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

### Transportation

Material handling or information “hand-offs.”

### Inventory

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

### Motion

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

### Extra Processing

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

## 5S Lean Notes

### Sort

Sort from the workplace what is not needed. Has it been used in the last 30 days? Will it be needed in the next 30 days? Uses the Red Tag Area to remove items from the workplace and determine disposition. Add what is missing but needed.

### Set in Order/ Straighten

Find a place for everything and everything is put in that place. Mark and label area so items can be found by ANYONE in 30 sec.

### Shine/ Sweep

Clean the area with a “top down” technique. Paint if necessary. Return equipment and area to a like new condition. Develop dirt prevention methods.

### Standardize/ Schedule

Through the use of checklists (work instructions) develop the schedule or routine to help maintain the first 3 S's. Ensure everyone maintains the same level of expectation.

### Sustain

Make the 4S's a habit and part of the culture. Audit the team periodically and use follow-up lists and timelines to ensure levels are maintained. Area is always tour ready.

CUT OUT, FOLD IN HALF AND SAVE FOR REFERENCE