Waste Elimination (MUDA) Observation Sheet

Instructions: Observe process and record in each column of activity observed for every second.

Observer
Date
Station/Process Description
Model or Unit Observed

Task Number	Task Description	VAA — Value Added Activity	SVAA — Semi-Value Added Activity	Non Value Added Activity (NVAA) Walking/Material Tranport	Handling Material	Repair/ Inspection	Other labour losses	Losses due to Over-Production	Waiting In Process (Process Time)	Insaturation Waiting (Unbalance)
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
	Process Total									

0,00 Minutes

Takt Time   Min