



Waste Elimination (MUDA) Observation Sheet

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

Observer	
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Date	
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Station/Process Description	
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Model or Unit Observed	
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Comments During Observaion/ Suggestions For Improvement
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Use this box to describe any "Other" categories you have or suggestions for ideas or general comments regarding observed problems.

Task Number	Task Description	VAA	SVAA		Non Value Added Activity (NVAA)				
		Value Added Activity	Semi-Value Added Activity	Walking/Material Transport	Handling Material	Repair/Inspection	Other labour losses	Losses due to Over-Production	Waiting In Process (Process Time)
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
Process Total									0,00 Minutes

Takt Time	Min
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