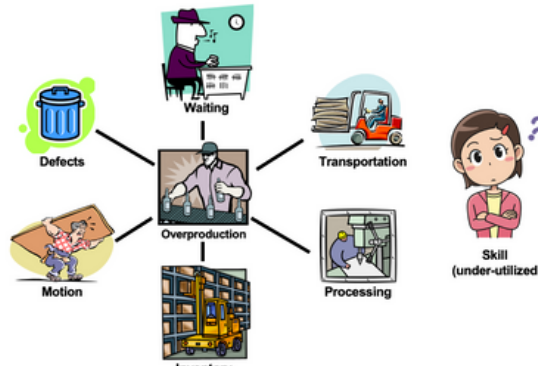


DEFINE THE 8 WASTES

What are the 8 wastes? Remember the acronym **TIM WOODS**

1. **T**ransportation
2. **I**nventory
3. **M**otion
4. **W**aiting
5. **O**ver-Production
6. **O**ver-Processing
7. **D**efects
8. **S**kills (under-utilized)



Transportation

Occurs when materials are moved from one place to another.

It may look like work is being done, but is the customer willing to pay for you to move material around the building? The way you have setup your factory isn't their fault!

Inventory

Whether it is in the form of WIP, raw inventory or finished goods, excess inventory allows for process quality and rate of work to remain hidden.

It wastes spaces, it ties up cash, and it hides all of the other forms of waste.

Motion

Any movement of person's body which could include lifting, walking, reaching, hoisting, bending that results in fatigue, wasted time and probably frustration.

Waiting

Any time an operator or machine is waiting to do work.

This is the biggest offender of adding lead time to a product and can negatively impact delivery performance.

Over-Production

This is to produce too much material or to produce before it is actually needed.

Why is over-production so bad?
Because it hides all of the other forms of waste.

Over-Processing

Can be defined as doing more work than what is necessary or holding a higher quality than what the customer requires.

Defects

Anything that produces rework, scrap, mistakes or errors internally or externally.

Skills (Under-utilized)

Is defined as not properly utilizing the experience, talents, skills and knowledge of all employees.



APPLICATION EXERCISE

Identify and write down at least one example of each of the 8 wastes (transportation, inventory, motion, waiting, over-production, over-processing, defects and skills) we just reviewed that is occurring in your facility.

Take one of those wastes that you identified above, and quantify it. How much time is being lost each day because of the waste?

Write down three examples of value-added steps that you observed at your company.

