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| **The Wastes** | **Definition** | **Examples** | **Observations** |
| **Transportation** | Movement of product from place to place | * Moving parts in and out of storage * Moving material from one workstation to another * Moving parts in and out of quality inspection | 1.  2. |
| **Inventories** | Idle product. Material not being currently processed | * Raw materials * Work in process * Finished goods * Consumable supplies * Purchased components * Maintenance supplies | 1.  2. |
| **Motion** | Movement of people, information, or equipment not necessary to produce the product | * Searching for parts, tools, prints * Sorting through materials * Reaching for tools * Lifting boxes of parts * Walking between machines | 1.  2. |
| **Waiting** | Any time the product is not able to move immediately to the next process | * Waiting for parts, prints, or information * Waiting for inspection * Waiting for machines * Waiting for machine repair | 1.  2. |
| **Overproduction** | Producing more than needed or before it is needed | * Producing to forecasts * Producing to avoid set-ups * Batch process * More than standard WIP * Building ahead of schedule | 1.  2. |
| **Overprocessing** | More work done or higher quality than customer requires | * Multiple cleaning or handling * Paperwork * Over-tight tolerances * Awkward tool or part design * Multiple copies or approvals | 1.  2. |
| **Defects** | Work that contains errors, rework, mistakes or is missing necessary items | * Scrap * Rework * Correction * Field failure * Missing parts | 1.  2. |
| **Skill** | Not fully utilizing the talents and knowledge of employees | * Boring/tedious work * Not involved in decisions * No training or advancement | 1.  2. |