|  |  |  |  |
| --- | --- | --- | --- |
| **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. |