

Waste ID Worksheet

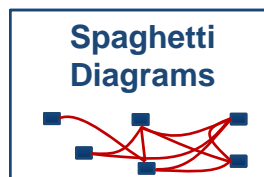
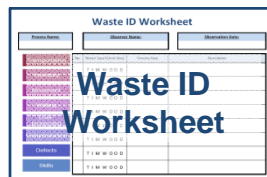
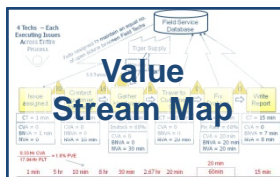
When to Use

- Use a Waste ID Worksheet to record observed occurrences of non-value-added activities (waste) within your processes

Helpful Hints

- Be as objective as possible when observing the process. If the activity can be classified as a type of TIMWOODS, it should be recorded as waste. Resist the urge to provide a rationale for why it is needed
- Also look for unbalanced and overloaded process resources. These issues are closely linked to the TIMWOODS wastes
- Going to Gemba (where the work gets done) and simply observing what is happening can be very insightful

Related Tools



Use a combination of all three tools to obtain a thorough and clear 'current state' picture of flow complexity and waste in a process

Description

- Explanations of each waste category are shown below:

T = Transportation

- Any time something needs to be transported from one location to another

I = Inventory

- Represents costs you've incurred for revenue not yet (and perhaps never) received. In a transactional context, Inventory refers to things like documents, orders, or even customers in process

M = Movement

- In contrast to Transportation, where things are moving, this refers to people moving

W= Waiting

- Delays due to shortages, approvals, or downtime

O = Over-processing

- Doing more than you have to do to satisfy the customer

O = Overproduction

- Producing more goods or services than the rate of customer demand

D = Defects

- Scrap and rework

S = Skills

- Underutilized people

Waste ID Worksheet (Cont.)

Step by Step Instructions

1. Fill out the header

- Process Name: Name of the process that you are working within
- Observer Name: The person observing and recording the sources of process waste. Use one worksheet per observer
- Observation Date: The date of the observations

2. Go to Gemba and observe the process

- Gemba is the Japanese word for “real-place”, but has evolved to take on the meaning of “workplace” – or where value gets added

3. Observe and record process waste

- Record each observed instance of waste as a line-item on the worksheet:
 - No.: Record the line-item number
 - Waste Type: Circle the letter(s) corresponding to the TIMWOODS classification(s) most fitting the observed waste
 - Process Step: Record the step where the waste is occurring
 - Description: Record a clear description of the observed waste
- To ensure a proper degree of thoroughness, work to identify examples from as many of the TIMWOODS classifications as possible

4. Take action

- Use the recorded information, along with that from supporting tools like the Value Stream Map and any Spaghetti Diagrams to identify the waste points most negatively impacting process performance
- Take action to eliminate the waste!