

What are the 8 types of

Waste ?

(also called non-value-added)

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Waste = Any activity in a process that uses resources and does not increase value.

1. Extra-processing
2. Defects
3. Transportation
4. Overproduction
5. Inventory
6. Waiting
7. Movement
8. Underutilized talent



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1 Extra Processing

- ▶ Unnecessary tasks or steps
- ▶ Complex processes versus results
- ▶ Excess quality or information
- ▶ Lack of instructions or specifications



Examples

- Too much control in a production process
- Reports or Excel files that are too complicated
- Too many inefficient meetings
- Processes requiring too many signatures
- Dashboards with too many useless KPIs



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2 Defects

- ▶ Mistakes needing to be fixed
- ▶ Defects requiring rework
- ▶ Service not meeting client requirements

- Errors in data entry
- Errors generating machine breakdown
- Wrong order in a restaurant
- Shipping the wrong product
- Wrong product dimensions



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3 Transportation

- ▶ Transporting parts, material, equipment without generating value.

- Empty travelling
- Intermediate storage
- Transport tools to a location



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4 Overproduction

- ▶ Produce more than a customer needs
- ▶ Process before it is necessary
- ▶ Do a task that no one needs

- Process too much and then stock
- Produce a document that no one uses
- Double entries
- Prepare more food than people can eat



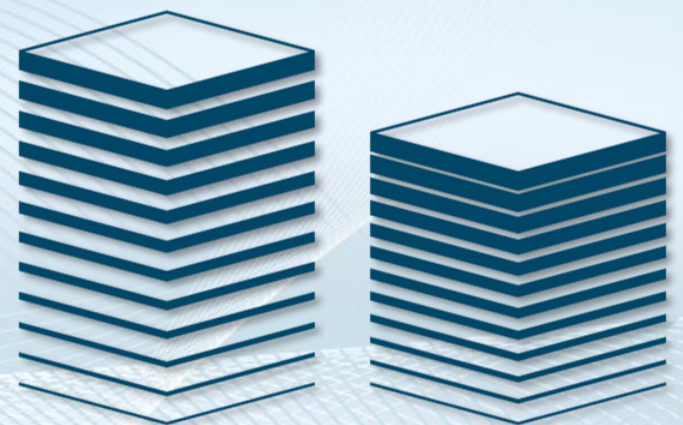
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5 Inventory

- ▶ Excess stock, raw material, finished products
- ▶ Caused by overproduction and inadequate planning
- ▶ Causes by lack of control over waiting/lead time
- ▶ Hides and prevents problem resolution

- Obsolete stock
- Files waiting to be handled
- Ordering too many parts to safe



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6 Waiting

- ▶ Product or process waiting between 2 steps
- ▶ Equipment that slows down
- ▶ Set-up times that are too long
- ▶ Bottlenecks

- Operator waiting for an equipment
- Waiting for an approval
- Waiting for the weather to improve
- Waiting for parts to arrive
- Power outages



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7 Movement

- ▶ Having to move more often, over greater distances
- ▶ Bad workstation ergonomics
- ▶ Inappropriate parts/tools location (point of use)

- Incomplete toolbox (go get tools)
- Shared printers
- Folders badly organized



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8 Underutilized talent

- ▶ Not using people's skills and competences
- ▶ Making employees do unskilled tasks
- ▶ Putting the wrong person in the wrong function

- Lack of appropriate training
- Overqualified employees
- Micro-management



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“The most dangerous kind of waste is the waste we do not recognize. Usually if people find waste, they will get rid of it. The big problem is not noticing something is wasteful.”

Shigeo Shingo, Toyota Production System Expert



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Want to **reduce waste from your processes** and improve your operational efficiency ? Let's chat !



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We've trained 100s of professionals to chase waste and **reduce costs !**