



The Eight Forms of Waste

“DOWNTIME”

1. Defects

Work that contains errors, rework, mistakes, or lacks something that is necessary

2. Over-Production

Overproduction is to produce a product or service before the customer wants it or to produce more than the customer ordered.

3. Waiting

Idle time created when material, information, people, or equipment is not ready. Waiting occurs when a person or machine must wait to do assigned work.

4. Non-utilized Sources/Talent

Any failure to utilize the time and talents of the people

5. Transportation

Transportation waste occurs when materials, documents, supplies, etc. are unnecessarily moved from one location to another

6. Inventory

More supplies, material, or work on hand than is currently needed

7. Motion

Any unnecessary movement of a person that does not add value to the product or service is considered waste.

8. Excess Processing

Processing waste is any operation or process step that does not add value from the customer's view (or over-processing beyond the customer's specifications).