

Waste Walk Observation Sheet

1. Go to the production floor and observe the process
2. Identify examples of the types of wastes and ideas on how to eliminate the waste and improve the process
3. Pick 3 of the identified improvements to be implemented immediately
4. Repeat during the next shift



Waste	Definition	Process Observations	Actions to Improve
D Defects	Issues and errors arising from poor quality process inputs or outputs		
O Over Production	Producing more or at a higher rate than what your customer needs		
W Waiting	Waiting to execute the next process step, delays waiting for inputs		
N Non-Utilized Talent	Underutilization of workers' knowledge and skills, stifled creativity		
T Transportation	Unnecessary movement and transportation of products, materials or equipment		
I Inventory	Any accumulation of materials, products or WIP beyond the customer's demand		
M Motion	Excessive movement of people in a process, inefficient work stations		
E Excess Processing	Unnecessary or redundant activities and processes		