

Lean

The 8 Types of Waste



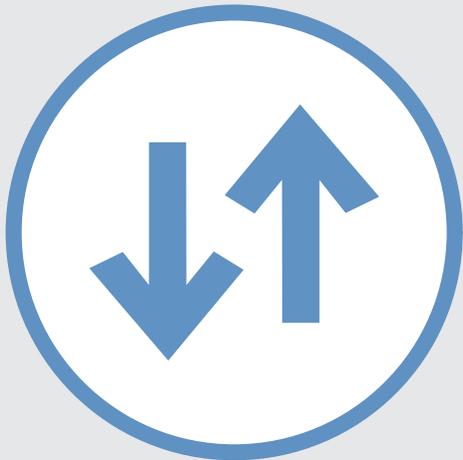
#1

Transport

The unnecessary movement of work
e.g. sequential process steps are not co-located

Inventory
Holding information and material longer than required
e.g. piles of unprocessed work

#2



#3

Motion

The non-value-added movement of people
e.g. unnecessary meetings

Waiting
Delays and stoppages
e.g. waiting for instructions

#4



#5

Over-production

Producing excess work and expending unnecessary effort
e.g. printing paperwork before it is needed

Over-processing
Needless activity due to complex processes and systems
e.g. too many approvals required

#6



#7

Defects

Effort involved inspecting for and fixing defects
e.g. data entry errors

Under-utilized People
Missed opportunities and ideas from employees
e.g. restricting employee's ability to input improvement ideas

#8



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