**Waste Identification Worksheet**

**DOWNTIME**

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| **Waste Category** | **Description of Waste/ Opportunities** | **Countermeasures to Reduce/ Eliminate Waste** |
| **Defects** (efforts caused by rework, scrap, and incorrect information) |  |  |
| **Overproduction** (production that is more than needed or before it is needed) |  |  |
| **Waiting** (wasted time waiting for the next step in a process) |  |  |
| **Non-Utilized Talent** (underutilizing people’s talents, skills and knowledge) |  |  |
| **Transport** (unnecessary movements of products and materials) |  |  |
| **Inventory** (excess products and materials not being processed) |  |  |
| **Motion** (unnecessary movements by people (e.g. walking)) |  |  |
| **Extra Processing** (more work or higher quality than is required by the customer) |  |  |