

# Waste Finding Checklist

## PREPARATION STEPS

- Schedule 60 minutes for team training session
- Set up training area with whiteboard or poster-board – have markers available
- List the definition of Defects Waste on the board, along with the two signals for this waste (refer to Waste Finding Notes PDF)
- Have Waste Finding audio loaded on device and ready to play aloud during the session
- Prepare a copy of Waste Finding Notes for each person to be trained
- If needed, refresh your own knowledge of waste and root cause – see The Essence of Lean Chapter 6, pp. 65-71.
- Preview listen to Waste Finding audio

### 1) Welcome the team and explain the purpose of the session

- Give out copies of Waste Finding Notes
- Explain the purpose of this session

*The purpose of this session is to learn:*

*a) What is “Waste Finding” and why should we care?*

*b) What is Waste Finding?*

*c) How to organize and implement waste finding activities?*

### 2) Listen to audio file: “Waste Finding” (11 minutes, 18 seconds)

### 3) Ask them to explain what they just heard (in their own words)

### 4) Ask them to come up with examples of the signals of defect waste that they may have observed in the organization.

Write each example of a defect signal on the whiteboard and describe the associated waste of defects.

*Note: In discussing waste signal examples, be sure to caution the associates NOT to assign blame to specific individuals for these defects – rather, just come up with examples and discuss their consequences. Remember Ground Rule #1: “Blame the System, Not the Person.”*

### 5) Optional assignment to be completed by \_\_\_\_\_ (date)

Find more examples of defect waste signals and add them to the whiteboard list.