Waste Assessment Worksheet

Process Name:

Process Customer(s):

Process Customer Needs:

|  |  |  |  |
| --- | --- | --- | --- |
| ***Type of Waste*** | ***Waste Signal Observed*** | ***Point of Waste*** | ***Reason for the Waste*** |
| Defects  Errors, mistakes or problems with a product or service |  |  |  |
| Waiting  Waiting longer than necessary to serve the customer |  |  |  |
| Effort  Exerting more effort than is necessary to serve the customer |  |  |  |
| Materials  Acquiring, holding or using more material than is necessary to serve the customer |  |  |  |