**Waste Walk Checklist**

If you answer any of the following questions with a “yes” response, you’ve likely uncovered an area of improvement. Use the notes section to jot down observations and thoughts during the waste walk.

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| Process or Work Area Being Observed:  |
| Name: | Date: |
| **Transportation** |
| Do materials move location multiple times during the process? | [ ]  Yes [ ]  No |
| Do workers switch locations at any point during the process? | [ ]  Yes [ ]  No |
| Is the process split between multiple work areas? | [ ]  Yes [ ]  No |
| Do steps in the process backtrack to previously visited work areas? | [ ]  Yes [ ]  No |
|  |
| **Inventory** |
| Are there any raw materials in inventory that are about to expire?  | [ ]  Yes [ ]  No |
| Is the storage space overflowing with excess inventory? | [ ]  Yes [ ]  No |
| Are there large quantities of unopened materials, packaging, etc.? | [ ]  Yes [ ]  No |
| Is the inventory in storage dusty, as if it’s been sitting for a while? | [ ]  Yes [ ]  No |
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| **Motion** |
| Are workers bending and stooping frequently during their tasks? | [ ]  Yes [ ]  No |
| Do workers spend time walking between pieces of equipment? | [ ]  Yes [ ]  No |
| Do workers have to backtrack at any point during the process flow? | [ ]  Yes [ ]  No |
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| **Waiting** |
| Do workers remain idle at any time while they wait for an upstream task to finish? | [ ]  Yes [ ]  No |
| Does any step in the process require down time for a material to process? | [ ]  Yes [ ]  No |
| Is there a piece of equipment that takes a lot of time to start up or shut down? | [ ]  Yes [ ]  No |
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| **Overproduction** |
| When goods are finished, do they head straight for a storage location? | [ ]  Yes [ ]  No |
| Are there stockpiles of finished goods sitting in the facility? | [ ]  Yes [ ]  No |
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| **Overprocessing** |
| Are there any repeat steps during the process? | [ ]  Yes [ ]  No |
| Besides quality and safety checks, are there any unnecessary steps in the process? | [ ]  Yes [ ]  No |
| Does the finished product over-deliver on customer expectations in any way?  | [ ]  Yes [ ]  No |
|  |
| **Defects** |
| Is the rework area full of defective products? | [ ]  Yes [ ]  No |
| Do workers frequently find quality issues that need addressing? | [ ]  Yes [ ]  No |
|  |
| **Action Items** |
| Now that you’ve made your observations, use the space below to list out any of the action items you want to try to reduce waste in the process.  |
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