**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.

|  |  |  |
| --- | --- | --- |
| 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 |
|  | | |
| **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 |
|  | | |
| **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 |
|  | | |
| **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 |
|  | | |
| **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. | | |
|  | | |