Waste Walk Template

Use this template to conduct a Waste Walk. This can either be a walk-through of a process or a physical environment (e.g. your working area). You may find things like time spent looking for documents (motion) or more letter-headed paper than you'd need in a year taking up valuable space! (inventory).

1. Note down all the wastes you find on the Waste Walk downloadable sheet on the next tab.
2. Can you determine which waste it is (some things you see might fall into multiple types of waste)
3. What could you do to reduce this waste?

Area / process overview:									
Date:									
What was observed	**Waiting**	**Excess processing**	**Re-work**	**Motion**	**Over-production**	**Inventory**	**Transport**	**Reason for waste**	**Action to eliminate / reduce waste**