Waste Walk

Sr.#	Questions	Yes	No	Remarks/ MOVs
Waste Area- Waiting				
1	Are there excessive signatures or approvals required?			
2	Is there too much dependency on others to complete a task?			
3	Are there delays in receiving information?			
4	Are there computer program version problems causing delays?			
5	Are there cross-departmental resource commitment issues?			
Waste Area – Inventory				
1	Are files (or work) awaiting excessive signatures or approvals?			
2	Are files awaiting task completion by other?			
3	Are there delays in receiving information?			
4	Are we purchasing excessive supplies of any kind?			
5	Do we have any obsolete files (electronic or hardcopy) in the area?			
6	Do we have obsolete equipment in the area?			
Waste Area- Underutilization of People				
1	Are we in positions we were trained to do?			
2	Can we assist other areas when work is slow in an area?			
3	Can we be trained to do more within the organization?			

4	Are you restricting or not offering training on technical resources?			
5	Are you delaying implementation of computer components or software?			
Waste Area - Correction / Rework				
1	Do we have any data entry errors?			
2	Do we have pricing, quoting, billing, or coding errors?			
3	Do we forward partial documentation?			
4	Do we ever lose files or records?			
5	Do we ever encounter incorrect information on a document?			
6	Is there a lack of standardized work?			
Waste Area – Motion				
1	Are you searching for computer files on your desktop or using too many layers for electronic folders?			
2	Are you searching for work documents (files) in cabinets and/or drawers?			
3	Are you constantly reviewing the same manuals for information?			
4	Are you hand-carrying paper work to another process or department regularly?			
5	Are you misplacing equipment/items?			
6	Are you reaching for commonly used tools / stationery?			
Waste Area – Material Movement / Transportation				
1	Are you delivering documents that are not required?			

2	Are you doing excessive filing of work documents or filing documents that will never be used again?			
3	Are you requiring multiple approvals?			
4	Are you hand delivering items that can be sent in interoffice mail?			

Waste Area – Extra Processing

1	Are we producing repetitive documents from scratch?			
2	Do we have a poor filing system?			
3	Is there a lack of visual controls?			
4	Are we too many approvals required for action?			
5	Are we entering repetitive information?			
6	Are we doing more work than is required for that process?			

Waste Area – Overproduction

1	Are making extra copies, more than needed?			
2	Are we printing, faxing, e-mailing more than what is needed?			
3	Are we entering repetitive information on multiple work documents or forms?			
4	Are we ordering more tests or services than what is required by the stakeholders?			
5	Are we purchasing items just in-case they are needed?			
6	Are we preparing reports that are not used or read?			
7	Are we having meetings without the necessary information for action?			

Monitoring Tool based on 5 S

Monitoring based on 5S area.

Ratings: No problems – 0, 1 problem – 1, 2 problems – 2, 3 problems – 3, and 4 or more problems -4.

Goal is to have a low total number. Correct problems immediately.

1. ----- Excess/unneeded equipment, tools, furniture in area
2. ___Unneeded/outdated items on walls
3. ___ Items are present in aisle ways, corners, etc.
4. ___ Excess/unneeded inventory, supplies, material in area
5. ___ Correct places for items are not clearly marked or labeled
6. ___ Items are not marked or labeled with "return addresses"
7. ___ Aisle ways, workplace, equipment locations are not marked
8. ___ Items are not put away immediately after use
9. ___ Height and quantity limits are not clearly marked
10. ___ Floors, walls, stairs, and surfaces are dirty
11. ___ Equipment is dirty
12. ___ Appropriate cleaning materials are not available in area
13. ___ Lines, labels, signs, etc. are dirty and hard to see
14. ___ Other cleaning problems are present
15. ___ Standards to maintain sort and set in order do not exist
16. ___ Checklist for all cleaning and maintenance jobs do not exist
17. ___ Standards are not visible in the area and know to area stakeholders
18. ___ Quantities and limits cannot easily be seen
19. ___ Items needed to do job function cannot be located in 30 seconds
20. ___ Workers in area have not been trained in 5S
21. ___ Daily 5S was not done this week
22. ___ Personal belongings cannot be easily stored
23. ___ 5S checklist/standards are not available or up-to-date
24. ___ Scheduled 5S audits have not been completed this week