**DOWNTIME – 8 Types of Waste**

Anything that does not increase value in the eye of the customer must be considered waste, and every effort should be made to eliminate that waste.

- **Defects**
  - Mistakes that require resources to fix
    - Poor documentation
    - Poor quality control

- **Overproduction**
  - Producing more than needed
    - Based on erred forecast
    - Engineering change
    - Just in case

- **Waiting**
  - Work isn’t happening
    - Unbalanced workload
    - Upstream bottleneck

- **Not Utilizing Talent**
  - Good idea, but No!
    - Poor communications
    - Poor management
    - Lack of trust

- **Transportation**
  - Moving things around
    - Shuffling parts / inventory
    - Poor space layout
    - Too many paces

- **Inventory**
  - Having more than is needed
    - Mismatched flow
    - Bad forecast

- **Movement**
  - Unnecessary movements
    - Hunting for parts
    - Walking around

- **Excess Processing**
  - Non value added efforts
    - Too many signoffs
    - Re-entering data