

SEVEN WASTES AUDIT



The purpose of this tool is to identify the seven common causes of waste in an organisation (or in this case yourself) and to develop specific actions to address the highest priority issues. They are as follows:

Over Production	Where are you over producing, re-creating the wheel?
Waiting	How much time do you lose in waiting?
Transport	How much time do you lose in transportation and can you use this time smarter?
Inappropriate Processing	Are you the right person for the job, is there someone else in the practice that is more suitable?
Unnecessary Inventory	Where are you storing value?
Unnecessary Motion	Look at your ergonomics. Are you doing something several times when once would do?
Defects	Where are you making mistakes, how much rework are you doing?

The above process either adds value or waste to the production of an item or service.

EXAMPLE: Waste Area	Time Spent / Week	Ease of Removal		
		Lo -5	Av 0	Hi +5
Overproduction				
Preparing things just in case	1	--X-- --- ---0--- --- ---		
Preparing extra	1	--- ---X--- ---0--- --- ---		
Not saving material that can be re-used, just get new ones	1	--- --- ---X---0--- --- ---		
Waiting				
Waiting for family members after providing them with transport	2	--X-- --- ---0--- --- ---		
Computer problems	2	--- --- ---X---0--- --- ---		
Waiting for replies and signatures	2	--- --- --- ---X--- --- ---		
Transport				
Waiting for couriers	1	--- --- --- ---X--- --- ---		
loosing 3 hours a day traveling to and from work	15	X--- --- --- ---0--- --- ---		
Transporting youth in family to social activities etc	2	--- --- --- ---0---X--- --- ---		
Inappropriate Processing				
Doing someone else's work at home rather than creating disharmony	5	--- ---X--- ---0--- --- ---		
Thinking and acting for others	1	--- --- --- ---X--- --- ---		
Doing menial work in the office that could be done by someone else at lower level	5	--- --- --- ---X--- --- ---		
Inventory				
Target shopping for bargains rather than for need	2	--- ---X--- ---0--- --- ---		
Travelling further to have wider range of product choice	1	--- --- ---X---0--- --- ---		
Stock piling for rainy day	1	X--- --- --- ---0--- --- ---		
Motion				
Location of family home to facilities	2	--- ---X--- ---0--- --- ---		
Location of family home to work	15	--- --- --- ---0---X--- --- ---		
Going to shop to buy newspaper each day when it could be delivered	1	--- --- ---X---0--- --- ---		
Defects				
Working too fast and not checking for errors	3	--- --- ---X---0--- --- ---		
Putting off doing things until they are emergency high priority	2	--- ---X--- ---0--- --- ---		
Not meeting deadlines and obligations so offering more of my time in payment	2	--X-- --- ---0--- --- ---		
Total	53 hrs			

ACTIVITY

Using the Waste Audit Tool on the following page, complete the Seven Wastes Audit on yourself. Look in detail at the areas and actions which cause you to waste your time at home and at work.

Waste Area	Time Spent / Week	Ease of Removal		
		Lo	Av	Hi
		-5	0	+5
Overproduction				
		--- --- --- ---0--- --- --- ---		
		--- --- --- ---0--- --- --- ---		
Waiting				
		--- --- --- ---0--- --- --- ---		
		--- --- --- ---0--- --- --- ---		
Transport				
		--- --- --- ---0--- --- --- ---		
		--- --- --- ---0--- --- --- ---		
Inappropriate Processing				
		--- --- --- ---0--- --- --- ---		
		--- --- --- ---0--- --- --- ---		
Inventory				
		--- --- --- ---0--- --- --- ---		
		--- --- --- ---0--- --- --- ---		
Motion				
		--- --- --- ---0--- --- --- ---		
		--- --- --- ---0--- --- --- ---		
Defects				
		--- --- --- ---0--- --- --- ---		
		--- --- --- ---0--- --- --- ---		
Total Hours				