

COMPARISON OF THE SEVEN WASTES

	Definition	Manufacturing	Office / Administration	Healthcare
Transport	Movement between plants or offices or areas that does not add to the value of the finished goods or service	<ul style="list-style-type: none"> Moving parts or equipment in and out of storage Moving materials from one area to another Moving parts between processes 	<ul style="list-style-type: none"> Retrieving or storing files Carry documents to and from shared equipment Taking files to another person Getting signatures 	<ul style="list-style-type: none"> Moving patients from area to area Moving samples and specimens Moving equipment from area to area
Inventory	More materials or information on hand than is currently required	<ul style="list-style-type: none"> Raw materials Work in progress Finished goods Consumable stores Off site inventory 	<ul style="list-style-type: none"> Files waiting to be worked on Open projects Office supplies Emails waiting to be read Unused records in a database 	<ul style="list-style-type: none"> Pharmacy stocks Lab supplies Samples Specimens waiting analysis Paperwork in process Patients in beds
Movement	Movement within a local area that does not add value	<ul style="list-style-type: none"> Searching for materials, components, drawings or documents Reaching for tools Lifting boxes of components Walking away to bring tools to area 	<ul style="list-style-type: none"> Searching for files Additional keystrokes or clicks Clearing away files from a desk Gathering information Searching through manuals or catalogues Processing paperwork 	<ul style="list-style-type: none"> Searching for patients Searching for medical staff Searching for charts and records Gathering together tools or equipment Gathering together supplies Handling paperwork
Waiting	Idle time created when people, materials, information, or equipment is not available when required	<ul style="list-style-type: none"> Waiting for parts or drawings Waiting for information Waiting for machine repairs Waiting for people 	<ul style="list-style-type: none"> Waiting for information, faxes. Waiting for computers Queuing at the photocopier Waiting for people Meetings 	<ul style="list-style-type: none"> Waiting for beds and admissions Waiting for tests, treatment or discharge Waiting for test results
Over Production	Generating more than the customer requires	<ul style="list-style-type: none"> Producing for stock Working in large batches to avoid set ups Adding 'scrap' allowances 	<ul style="list-style-type: none"> Giving more detail than is necessary Giving the customer too much detail Producing reports that nobody reads Making extra copies 	<ul style="list-style-type: none"> Medicines given early to suit staff schedules Treatments done to balance hospital workload
Over Processing	Efforts that create no added value from the customer's view	<ul style="list-style-type: none"> Unnecessary operations Over-tight tolerances Bad design Multiple cleaning 	<ul style="list-style-type: none"> Creating reports Repeated entry of data Use of obsolete standard forms Use of inappropriate software 	<ul style="list-style-type: none"> Multiple bed moves Retesting Excessive paperwork Unnecessary procedures Multiple testing
Defects	Any defects, anywhere in the business	<ul style="list-style-type: none"> Scrap Rework Defects Corrective actions Field failure Variation Missing parts 	<ul style="list-style-type: none"> Data entry errors Pricing errors Missing information Missed specifications Lost records 	<ul style="list-style-type: none"> Medicine errors Wrong patients Wrong procedure Missing information Poor clinical outcomes