

The Seven Wastes - Comparison

| | 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 • Going to get 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 |

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| 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 | | <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"> • Medication errors • Wrong patients • Wrong procedure • Missing information • Poor clinical outcomes |