

REDUCING WASTE: D.O.W.N.T.I.M.E.

Anything that you do that requires more time or resource than it should - such as finding items, reworking defects and repacking - involves waste.



Defects

When the product, process or service doesn't meet standards or specifications the first time, or at all.



Overproduction

Producing too much product, carrying out a process or delivering a service too soon, or doing more than is needed.



Waiting

Waiting for parts, equipment, people or information.



Non-utilised Talent

Not using people's talents, skills and knowledge to best effect.



Transport

Tasks that use more movement or handling than necessary.



Inventory

Excess supply/storage of materials, products or information.



Motion

Extra motion of people or machines.



Extra Processing

Doing more than is needed to produce a quality product, carry out a quality process or provide a quality service.