

## WASTE: DOWNTIME

	Type of Waste	Definition
<b>D</b>	Defects	Work that contains errors, rework or omission
<b>O</b>	Over-Production	Producing more than the customer needs right now
<b>W</b>	Waiting	Idle time when material, information, people, equipment, etc. is not ready
<b>N</b>	Not Clear/Confusion; Non-Utilized Resources	Workers do not know the best way to perform task or do not understand task, Poor Communication, Underutilization of Talent
<b>T</b>	Transport	Transport of materials, supplies, equipment, etc. when it does not add value
<b>I</b>	Inventory	Stocking more inventory on hand than what is necessary to do the work
<b>M</b>	Motion	Movement of people, product, supplies, etc. that does not add value (Example: Emails v. phone calls, Looking for forms)
<b>E</b>	Excess Processing	Redundant work or extra effort that does not add value