## Waste Observation Record

**Transportation Inventory Motion Waiting Overproduction Overprocessing Defects Staff (Underutilized)**

Process Name: \_Intra-departmental Requisition for Materials

Date: \_2014-05-23\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Facilitator: \_Margo Brewer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Waste Observed** | **Type** | **Comments** |
| Filling out paperwork that is not necessary | Overproduction | Requisition forms being priced out for stock already purchased under correct code  |
| Moving paperwork back and forth between Stock keeper and Admin staff | Transportation | Mail Delivery performed by staff in City Vehicle |
| Paperwork sits in truck with ForemanPaperwork sits on desk with Stock keeperPaper work sits on desk with Time keeper | Waiting | Forms are processed when time allows |
| Paper work not passed to Stock keeper | Defects | Missing stock at yearend inventory creates problems |
| Movement of forms between employees | Motion | Paperwork is passed between many employees (often for no reason) |
| Duplicated information on Form 101 & 102 | Over-processing  | Two forms filled out when only one is needed |
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Handout #1/7