

Lean Extensions

A quick reference for the meaning and use of these Lean extensions, including the eight types of waste, a key concept within the principles of Lean.



#1

Transport

Unnecessary movement of work. For example, sequential process steps are not co-located.



#5

Overproduction

Unnecessary effort producing work in excess or ahead of customer requirements.

Inventory

Holding information and material longer results in piles of unprocessed work.

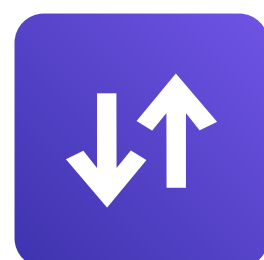
#2



Over-processing

Unnecessary activity due to complex processes and systems, such as too many approvals required.

#6



#3

Motion

Non-value-added movement of people such as unnecessary meetings.



#7

Defect

Errors requiring rework, scrap, or leading to customer complaints.

Waiting

Waiting causes delays or stoppages, such as waiting for instructions.

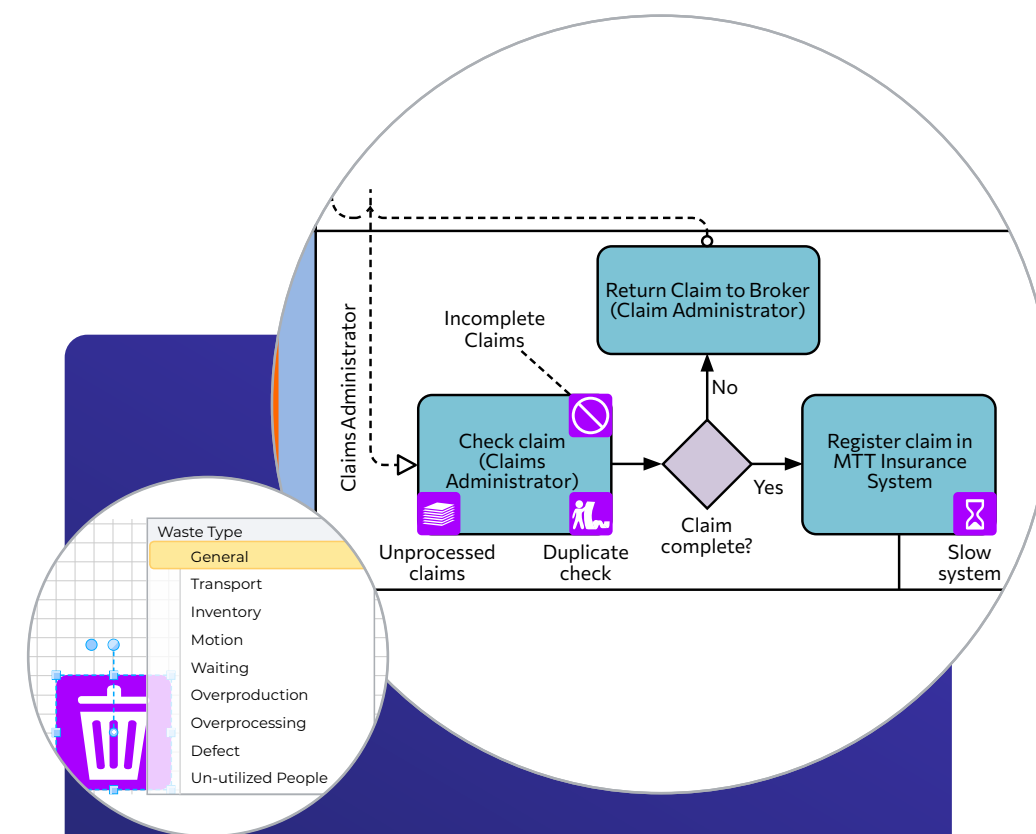
#4



Un-utilized People

Un-utilized people covers aspects such as restricting employees' ability to input improvement ideas.

#8



General

Anything that doesn't add value to the customer.



Cause

Cause or potential cause of a problem in a process.

Customer Touchpoint

Physical interaction between customer and organization.

