

THE ONE-DAY WASTE WALK GUIDE

A practical guide to help your team spot and eliminate costly inefficiencies fast. Use it to conduct a focused 30–60 minute waste walk that reveals hidden sources of waste across your operation.

Step-by-Step Walkthrough

1 – Prep the Team

- Define the process/area (e.g., Packaging Line, Station B)
- Assign roles: Facilitator, Scribe, Observers
- Print Waste Observation Form + Checklist
- Review process maps and objectives
- Ensure PPE compliance

2 – Walk with Purpose

- Follow the flow—from raw materials to output
- Watch for: idle machines, unnecessary movement, overprocessing
- Ask operators: “What slows you down?” “Why is this step needed?”

3 – Document What You See

- Use the form to capture:
 - Type of waste
 - Specific observation
 - Location
 - Possible solution
 - Priority level

Pro Tip

Don't fix things during the walk, just observe, listen, and record. Solutions come after the walk.

4 – Debrief and Act

- Review as a team—prioritize high-impact issues
- Assign owners and timelines
- Set short-term targets (e.g., reduce motion waste by 25%)

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Waste Walk Checklist

The Top 8 Wastes to Watch For

| Waste | Clue |
|----------------|------------------------------------|
| Overproduction | Extra units, unneeded rework |
| Waiting | Idle machines or people |
| Transport | Moving materials without value |
| Overprocessing | Redundant steps |
| Inventory | Excess parts or WIP |
| Motion | Extra walking, reaching, searching |
| Defects | Rework, scrap, inspection fails |

Waste Observation Form

| Waste Type | Observation Description | Location/Process | Potential Solution | Priority |
|------------|-------------------------------------|------------------|--------------------|----------|
| Transport | Materials moved twice unnecessarily | Warehouse | Relocate Storage | Low |
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