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| Waste Observation Form  Area: Observers:  Date: | | |
| Observation | Type of Waste\* | Notes  (Comments, issues, solutions to consider) |
| Manual formatting causes parts of the report to get cut off, and creating rework | Defects | Reduce manual work on the report. Rewrite report so it doesn’t require manual edits- or- automate. |
| Multiple copies of the report were being generated, printed and collated for every version that was run, and personally delivered to each leader | Motion/Over production | Eliminate print copies, deliver electronic copies in mass email to all leaders at once. |
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| Safety or Environmental Issues: | | |
| When the Contingency Reports are printed the pages are single-sided and printed multiple times per quarter for several recipients. This is not necessary. In the future reports will be transmitted electronically and reduce waste of motion, as well as be an environmentally-friendly decision since fewer trees will be killed by implementing this practice. | | |

\*Types of waste are: Transportation, Inventory, Motion, Waiting, Over Production, Over Processing, Defects