

# Waste Recording Form

Process Observed: Start Point: End Point: Observer: Observation Date:		Category of Waste							Priority			Expected Ease to Correct		
		Defects	Overproduction	Waiting	Not using human potential	Transportation	Inventory	Motion	Excessive Processing	High	Medium	Low	Easy	Medium
Process Step (Name or #)	Description of Waste													

Adapted from Velaction Continuous Improvement, LLC.