

7 Wastes of Lean

Waste Walk Sheet & Findings Log

Walk the line, mark what you see, and leave with every finding owned and dated.



Skip the paper.

Try this checklist on your **phone, tablet or PC** in flowdit. Snap a photo at each item, and the report writes itself.

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Area / line		Walk date	
Process or cell		Walk lead	
Product / order		Area owner	
Shift		Sheet ___ of ___	

Flow and output	Seen	Non e	N/A	Notes
Overproduction: output made before the next step asks for it				
Overproduction: batch size set by the machine, not by demand				
Waiting: operator idle, waiting on parts or a sign-off				
Waiting: machine idle between orders or during changeover				
Inventory: work in progress parked above the agreed buffer				
Inventory: stock held just in case, with no reorder rule				

Movement	Seen	Non e	N/A	Notes
Transport: material moved with no work done in between				
Transport: double handling (put down, then picked up again)				
Motion: operator walking or reaching for tools, parts or paperwork				
Motion: time spent searching for a document, a gauge or the right revision				

Process and quality	Seen	Non e	N/A	Notes
Over-processing: checks or signatures the customer never asked for				
Over-processing: tolerances tighter than the drawing requires				
Over-processing: the same data typed into two systems				
Defects: scrap, rework, or a part handed back by the next step				
Defects: the same fault seen more than once this week				

People (the eighth waste)	Seen	None	N/A	Notes
Unused talent: improvement ideas raised on the line and never picked up				
Unused talent: skills on the team the schedule never uses				

Waste log

One line per observation. Type codes: T transport, I inventory, M motion, W waiting, OP overproduction, OX over-processing, D defects, UT unused talent.

#	What you saw, and where	Type	Est. loss	Owner	Due	Status
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						

Acceptance decision

Rule: the walk is not closed while a logged item has no owner and no due date. Count the unassigned lines before signing.

Items logged: _____ Actions assigned: _____ Repeat findings: _____

Outcome: ☐ Closed ☐ Closed with open actions ☐ Repeat walk needed

Walk lead

Area owner

Name / Signature / Date

Name / Signature / Date