

**DOWNTIME** is an acronym for the 8 types of waste that can exist in a process. The primary purpose of DOWNTIME is to ensure we are observing a process, identifying waste, and identifying how to eliminate the waste.

## The 8 Wastes

To remember The 8 Wastes, you can use the acronym "DOWNTIME."

# D



**DEFECTS**  
Efforts caused by rework, scrap, and incorrect information.

# O



**OVERPRODUCTION**  
Production that is more than needed or before it is needed.

# W



**WAITING**  
Wasted time waiting for the next step in a process.

# N



**NON-UTILIZED TALENT**  
Underutilizing talents, skills, & knowledge.

# T



**TRANSPORTATION**  
Unnecessary movements of products & materials.

# I



**INVENTORY**  
Excess products and materials not being processed.

# M



**MOTION**  
Unnecessary movements by people (e.g., walking).

# E



**EXTRA-PROCESSING**  
More work or higher quality than is required by the customer.

# 8 Types of Waste: DOWNTIME

The 8 Wastes	Examples
 <b>DEFECTS</b>	<p><b>Efforts caused by rework, scrap, and incorrect information</b></p> <ul style="list-style-type: none"> <li>Faulty or damaged products that have to be repaired or scrapped</li> <li>Incorrectly completed application that has to be redone</li> <li>Incomplete forms</li> </ul>
 <b>OVERPRODUCTION</b>	<p><b>Production that is more than needed or before it is needed</b></p> <ul style="list-style-type: none"> <li>Making what you can</li> <li>Producing reports that no one uses</li> <li>Pushing work downstream before the next person is ready</li> <li>Entering repetitive information.</li> </ul>
 <b>WAITING</b>	<p><b>Wasted time waiting for the next step in a process</b></p> <ul style="list-style-type: none"> <li>Product in a work queue</li> <li>Job waiting for approval</li> <li>Waiting for information, resources or approvals</li> <li>Dependency on others to complete tasks</li> <li>System response and down time</li> </ul>
 <b>NON-UTILIZED TALENT</b>	<p><b>Non or underutilizing people's talents, skills, and knowledge</b></p> <ul style="list-style-type: none"> <li>Not listening to team member's improvement suggestions</li> <li>Not doing an activity that should be done</li> <li>Staff hired to do X but spending more time on Y</li> <li>Underutilization of equipment (printers, scanners, etc.)</li> </ul>
 <b>TRANSPORTATION</b>	<p><b>Unnecessary movements of products and materials</b></p> <ul style="list-style-type: none"> <li>Moving the product from one location to another</li> <li>Unnecessary information exchange between departments</li> <li>Unorganized work spaces</li> <li>Multiple handoffs</li> <li>Out-dated distribution lists</li> </ul>
 <b>INVENTORY</b>	<p><b>Building and storing extra materials/products than needed</b></p> <ul style="list-style-type: none"> <li>Extra stock in inventory in case of breakdown</li> <li>Keeping several jobs open without completing any</li> <li>Filing and storing the same document in multiple locations</li> <li>Buying and storing more products, forms, and reports than needed</li> </ul>
 <b>MOTION</b>	<p><b>Unnecessary movement of people that does not add value</b></p> <ul style="list-style-type: none"> <li>Walking to and from locations to fetch things</li> <li>Looking in different locations to get information for one task</li> <li>Poorly designed work environments</li> <li>Searching for work documents and supplies</li> <li>Frequency of trips to a copier or printer</li> </ul>
 <b>EXTRA-PROCESSING</b>	<p><b>More work or higher quality than is needed by customer</b></p> <ul style="list-style-type: none"> <li>Running a small part on a large machine</li> <li>Entering the same data into more than one system</li> <li>Requiring too many signatures</li> <li>Can some tasks be combined or eliminated?</li> <li>Too much time spent on unnecessary task</li> </ul>