



LEAN MANUFACTURING WASTE CHECKLIST

Gemba Walk Checklist for the 8 Wastes

How to Use This Checklist

Use this simple checklist during a Gemba Walk, Kaizen discussion, process audit, or shop floor review. Observe the actual work, speak with employees, and mark each item as Yes, No, or Needs Review. A Yes means waste is present and should be considered for improvement action.

Yes	No	Needs Review	Quick Score Interpretation
Waste is present	Not observed	Needs more checking	0-8 Low 9-16 Moderate 17-24 High 25+ Immediate action

8 Wastes Quick Checklist

Waste Type	What to Look For	Yes	No	Review
Defects	Rework, scrap, customer complaints, inspection failures, repeat errors, documentation mistakes.	☐	☐	☐
Overproduction	Work produced before demand, large batches, excess finished goods, machines running just to stay busy.	☐	☐	☐
Inventory	Too much raw material, WIP buildup, old stock, expired material, overcrowded storage, poor inventory accuracy.	☐	☐	☐
Waiting	People, machines, materials, approvals, inspections, information, or changeovers causing idle time.	☐	☐	☐
Unused Talent	Employee ideas ignored, limited cross-training, weak involvement, skills not used, poor problem-solving participation.	☐	☐	☐
Transportation	Unnecessary material movement, long travel distance, multiple storage points, repeated handling, product damage during movement.	☐	☐	☐
Motion	Walking, reaching, bending, searching for tools, poor workstation layout, missing point-of-use storage.	☐	☐	☐
Overprocessing	Duplicate checks, extra approvals, repeated data entry, unused reports, unnecessary complexity, work beyond customer need.	☐	☐	☐

Tip: Focus first on the waste that creates the biggest impact on safety, quality, delivery, cost, or employee frustration.

Waste Observation Notes

Capture only the most important observations. Keep notes short, specific, and action-oriented.

Process area reviewed	
Date / Reviewer	
Top waste observed	
Evidence or example	
Likely root cause	
Immediate improvement idea	
Owner / Target date	

Simple Action Plan

Waste	Issue Observed	Impact	Priority	Action	Status

Experience-based reminder: Waste is often hidden in normal routines. The best improvements usually come from observing real work, asking simple questions, and listening carefully to the people closest to the process.