



SEVEN TYPES OF WASTE: Removed by System100™

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Proponents of Lean Management have identified **Seven Types of Waste**, which has been written about extensively and NOW I'm going to Philipbuster on the topic.

What are the Seven Types of Waste?

- 1. Defects:** Products that do not conform to customer specifications
- 2. Overproduction:** Things not asked or paid for by customers
- 3. Inventories:** (i.e. Parts/stock sitting in a warehouse waiting to be used in production)
- 4. Extra Processing:** (i.e. over-inspecting, rather than implementing processes to improve production). Rework or extra handling, due to defects and mediocre processes.
- 5. Unnecessary Motion of Employees:** (i.e. walking too far to wash hands or to get tools)
- 6. Unnecessary Transport and Handling of Goods:** (i.e. Parts/stock scattered around building instead of being in a convenient location close to where work or production is performed)
- 7. Waiting/Down Time** (i.e. waiting for parts/supplies or approvals, in order to complete a process).

Other Types of Waste

- **Confusion**-missing or unclear information
- **Employees Potential Not Tapped**

Let's address and attack each one, utilizing the Feature-rich Toolbox of System100™

1. Defects

Locate the root cause of DEFECTS, and implement or update a process/system to eliminate or keep defects to a minimum using our System Buster Locator tool.

Use our Operations Manual's Quality Control Checklists as a template/guide to set up YOUR Customized Quality System to ensure defects are minimized.

Use the Document Change/Update feature for the continuing improvement of your Quality Control System and keeping revisions to your documents current.

Use the Document Repository feature for keeping the latest revisions of your Quality Control Documents assessable to everyone in the organization REAL TIME.

2. Overproduction

Our Operations Manual's Quality Control Checklists and other Procedures and policies, etc. ensure producing (to specification) what Work Order/Job Ticket calls for and nothing More.

Use the Document Change/Update feature for the continuing improvement of the Quality Control and processes systems.

The System Buster Locator tool will be used for locating any non-conformance in producing more than what the job specifications called for.

Use the Job Ticket/Work Order Update system to improve any overproduction that has not been addressed through the System Buster Locator Tool (i.e. an operator spots something that can be improved to lessen overproductions, but is not actually a non-conformance issue).

3. Inventories

Use System100™ Inventory-Requisition system to empower employees to track and order (Not Purchase) the consumables needed to keep their work station operating without interruptions.

Our documents on The 100% System of Cleanliness, along with our Video-Tour of a Systemized Company, will show you what your production areas should look like. When you have clutter in inventory, you have CHAOS!

System100™ is NOT an industry-specific MIS (Managing Information Software) — i.e. Estimating or floor data collection for the printing industry. However, System100™'s System Buster Locator Tool will identify many system busting/non-conforming events that will ensure you maximize your MIS Software to its full potential. As you know, most MIS systems are NEVER fully implemented, but again, that's where System100™ shines, to ensure YOU DO.

4. Extra Processing

The System Buster Locator tool will be used for locating any non-conformance in production, identifying rework in any areas, finding the root cause and calling for the change/update in an existing process/system, OR a newly-designed process/system to ensure this extra processing will be eliminated.

Use the Document Change/Update feature for the continuing improvement of the Quality Control System.

Use our Operations Manual's Quality Control Checklists as a template/guide to set up YOUR Customized Quality System to ensure that rework or unnecessary processing is held to a minimum.

5. Unnecessary Motion of Employees

Again, our documents on The 100% System of Cleanliness, along with our Video-Tour of a Systemized Company, will show you what your production areas should look like. Where you have clutter and inconveniently located items used for producing your products, you have extreme waste of inventory and time. In The 100% System of Cleanliness, we talk about having a convenient location for every item, to keep employees from having to walk too far to retrieve an item.

I go into detail about the 100% System of Cleanliness in my book: System Busters: How to Stop Them in Your Business. One of the things we did at our printing company was to improve the filing and purging of Job Tickets by putting in a Job Ticket Filing Control System. This one improvement literally saved thousands of hours of wasted time over the last fifteen years. Before putting in the Job Ticket Filing System, it could take up to two hours to locate an old job ticket. Sound familiar?

6. Unnecessary Transport and Handling of Goods

At the risk of sounding redundant, in many cases, again this is continually improving on the processes by which you operate.

Using the 100% System of Cleanliness as a model, your inventory of goods, either the consumables used to keep a work station operating, OR the goods used for producing your products needs to be conveniently located.

Use System100™ Inventory-Requisition System to empower employees to track and order (Not Purchase) the consumables needed to keep their work station operating without interruptions.

Right-on-time goods you receive for production should be from a trusted vendor. Example: Using a supplier who is conveniently located near your company, and who makes very few errors in delivering your goods (i.e. minimum defects and right on time). Our System Buster Locator Tool has a feature that allows for tracking and reporting Vendor Errors. We have used

these reports to put a vendor on notice, to either improve their processes—for delivery of error free goods—or, we will have to look for an alternative vendor. When you present them with the evidence of their mistakes and defects, you normally get instant results.

7. Waiting/Down Time

Again, make sure the 100% System of Cleanliness is installed in your company to avoid running to and fro looking for things, causing down time.

Use our Operations Manual's Quality Control Checklists as a template/guide to set up your controls so that waiting/downtime is held to a minimum.

Use the System Buster Locator tool to improve processes (i.e. Quality Control, Data Entry Control, and procedures, etc.).

Use your MIS floor data collection system to pull reports on waiting/downtime, which would trigger using the System Buster Locator tool and the Document Change/Update feature to improve the process that is causing the down time.

Now, I suggest you take advantage of some of this Waiting/Down Time by using the System100™ Task System, and using the Operations Manual's Daily Routine Checklists. This will enable you to capture this otherwise wasted time, to improve the company in areas that sometimes are never addressed. These Daily Routine Checklists could prompt, for example, Preventative Maintenance to be performed, or repairs being completed from the System100™ Repair Request feature.

System100™ allows you to be proactive.

Yes, there are some similarities and redundancies in **How to Stop Seven Types of Waste in your business**. In fact, my book System Busters: How to Stop Them in Your Business was written to show others how WE attack the Seven Types of Waste. However at the time I wrote the book, I had not heard of the Seven Types of Waste, but I was experiencing them daily.

I first designed manual systems to STOP these types of waste in my company—then decided to take the manual systems we had developed and automate them into a solution we call System100™.

Did I mention—Great Systems Work!

To invite Philip Paul Beyer to speak for your conference or other event...

Contact Susan Beyer at Ebiz Products, 615-425-2652 or email susan@ebizproducts.com.

Philip Beyer's book *System Busters: How to Stop Them In Your Business* is available at www.Amazon.com. For more about SYSTEM100™ software, visit www.System100.com.