

Time Study/Waste Observation Form

Observer: _____

Operation: _____

Date: _____

Part #: _____

Shop Order: _____

Set Up Time (Mins): _____

Area/Cell Observed: _____

Total Run Time (Mins): _____

Part Number: _____

Quantity: _____

Average Run Time/Part: _____

OBSERVED WASTES (INCLUDE PICTURES AS NECESSARY):

POTENTIAL CORRECTIVE ACTION OPPORTUNITIES:

8 Forms of Waste Observation Criteria

- D:** Defects - Scrap, rework, or bad information
- O:** Overproducing - Producing more than is needed or before it is needed
- W:** Waiting - Wasted time waiting for the next step to begin in a process
- N:** Non-utilized Talent - Underutilizing people's skills and knowledge
- T:** Transportation - Unnecessary movement of products and materials
- I:** Inventory - Excess products and materials not being processed
- M:** Motion - Unnecessary movements by people
- E:** Extra Processing - Providing more processing than is required



This Template was provided by HUI Manufacturing
<https://www.huimfg.com/>