

To continually examine our processes to provide greater value to our customers without waste.

# The Lean Line

**WOW**



## Focusing on the Waste: “Over-Production”

The 6<sup>th</sup> waste of the 8 common wastes that we need to challenge this year in our War on Waste (WOW) is called “**Over-Production**”. This waste is related to “quantity” versus the 7<sup>th</sup> waste “Over-Processing” (to be detailed in a future Lean Line newsletter) which can be associated more with “quality”. Remember that “waste” is defined as anything other than the MINIMUM amount of time, equipment, tools, material, parts, people, and space required to ADD VALUE to the product/service/information-data.

Examples of **Over-Production** waste at Grunau include:

- Producing more than required at the time of fabrication
- Fabricating or installing material too early in case change orders occur
- Over-producing job documents (i.e. copies of drawings for everyone vs. everyone using 1 copy or making 1 copy per trade)
- Making more copies of bids/estimates than needed instead of keeping in a file that everyone who needs could access
- Designing material/job that takes more time to create/complete than is necessary to meet code and the customers’ needs
- Buying something in advance of finding out what the internal or external customer really needs or wants
- Doing extras for nothing (i.e. not properly charging for change orders, etc.)
- Delivering material or equipment to a job site before it is needed
- Having too large a truck for the material being delivered to jobsite(s)
- Welding or otherwise securing material in more places than may be necessary for strength, stability, and holding power
- Doing an elaborate, complicated procedure for a simple task
- Too many team members on a team/assignment than can be productive
- Holding unproductive meetings
- Duplicate authorization on expense reports or other documents
- Over-populated distribution lists (documents should only go to those who need to see it or actually do something with the info)
- Collecting information or tracking data that won’t be used productively, efficiently, or in a timely manner
- Creating reports that aren’t used, or more data in reports than is necessary to get the job done
- Creating charts, forms, etc that are difficult to understand or view, rather than something that is professional and straight-to-the point (KIS = Keep it Simple)
- Getting more people involved in a situation or problem than is necessary; not going direct to the source to resolve
- Having to remind someone about something that should have already been done or communicated
- Asking more than 1 person to complete the same task when 1 person can do it, or people are duplicating the efforts
- Making a big production over a small matter that could otherwise be handled simply



Think about how your daily work situations fit into the examples above and make a conscious effort every day to reduce or eliminate **Over-Production** waste. Let one of the Lean Team members know how you have helped us win this **War on Waste**.