**Analysis of waste**

**Identify wastage in your workgroup by using the waste checklist. By understanding your wastes, you can easily avoid them. - How are you going to do it?**

| **Type of waste** | **Description** | **Your waste** | **Environmental impact** | **How to avoid it?** |
| --- | --- | --- | --- | --- |
|  | Efforts due to rework, scrap, and misinformation | Waste(s): | * Raw materials and energy consumed in the manufacture of defective products * Need for recycling or disposal * Rework and repairs need additional energy consumption for heating, cooling and lighting | Action(s): |
|  | Production that is more than needed or before it is needed | Waste(s): | * More raw materials and energy consumed * Extra products require their disposal | Action(s): |
|  | Waste of time as we wait for the next step in the process | Waste(s): | * Potential material deterioration or component damage leading to waste * Energy wasted through heating, cooling and lighting during production downtime | Action(s): |
|  | Extra products and materials to process | Waste(s): | * More packaging to store * Waste resulting from deterioration or damage * More energy used to heat, cool and light the storage space | Action(s): |
|  | Unnecessary movements of products or materials | Waste(s): | * Energy consumption * Emissions * Need for more packaging to protect components during movement | Action(s): |
|  | Unnecessary movements by people | Waste(s): | * Fuel/energy consumption due to unnecessary movement that could be carried out digitally (help desk, patients etc.) * Emissions related to movement | Action(s): |
|  | More work or higher quality than the customer demands | Waste(s): | * More parts and raw materials consumed per production unit * Unnecessary processing increases waste, energy use and emissions | Action(s): |
|  | Underutilization of human talents, skills and knowledge | Waste(s): | * Waste or byproducts could be used by others * Synergy could be made by working with other departments (e.g., sharing resources equipment, space, material) * New innovations/ideas of greener processes, products or services are not utilised | Action(s): |