Process Observation Worksheet

Name: _____ **Date/Time:** _____ **Name of RIE or Process:** _____

Scope: 1st Step: _____ **Last Step:** _____

Always look for the **8 Types of Waste:** **D**efects **O**verproduction **W**aiting **N**on-utilized human talent **T**ransportation **I**nventory **M**otion **E**xcessive processing

Step #	Who?	Action	Start Time	Stop Time	# of Hand-offs	# of Computer Steps?	Observer Notes: