

# The DOWNTIME Waste Checklist

A practical, one-page audit tool for spotting the eight kinds of waste that quietly slow down almost every business and charity. Read each definition, then answer the questions honestly for your own operation — most teams find at least four or five of the eight present at once.

---

## D

### Defects

*Work redone because it wasn't right the first time.*

- ☐ Which task gets sent back or corrected most often?
  - ☐ How much time last month went into fixing avoidable mistakes?
- 

## O

### Overproduction

*Making or producing more than is currently needed.*

- ☐ Which report, batch or output does nobody actually use?
  - ☐ Where are we producing 'just in case' rather than to real demand?
- 

## W

### Waiting

*The gap between one step finishing and the next starting.*

- ☐ Where does work sit untouched for the longest before someone picks it up?
  - ☐ Which approval or handoff causes the most chasing?
- 

## N

### Non-utilised talent

*Skilled people spending time on low-value tasks.*

- ☐ Who on the team is doing admin well below their actual skill level?
  - ☐ What task could be delegated or removed to free up their time?
- 

## T

### Transportation

*Unnecessary movement of things, data or information.*

- ☐ How many systems does a single piece of data get re-entered into?
  - ☐ Where does work physically or digitally change hands more than it needs to?
- 

## I

### Inventory

*Excess stock, or excess work-in-progress piling up.*

- ☐ What's sitting in a backlog or 'in progress' queue right now?
  - ☐ Is a large backlog hiding a bottleneck further upstream?
-

## M

### Motion

*Unnecessary physical or digital movement by people doing the work.*

- ☐ How many tabs, logins or systems does one task require switching between?
  - ☐ What's the most repetitive, tiring motion in a normal day?
- 

## E

### Extra processing

*Doing more to something than is actually required.*

- ☐ What gets checked, approved or formatted beyond what's genuinely needed?
  - ☐ Which step started as diligence and became habit nobody questions?
- 

#### Found more than two or three of these?

A Business Health Scan maps all eight wastes across your process, technology and people in one to two weeks, with a prioritised, costed fix list at the end. Fixed fee: £950.

[hello@borealisadvisory.co.uk](mailto:hello@borealisadvisory.co.uk) · [www.borealisadvisory.co.uk](http://www.borealisadvisory.co.uk) · Newry & South Down, Northern Ireland