

## Waste Log & Action Plan

**Project Title:** Parcel Delivery Process

 Prepared by:
 Rob

 Version:
 1.4

**Date Created:** Last Updated:

Tuesday 7th January 2014 Wednesday 12th February 2014

	Process Name	Waste ID	Brief Description of Waste	Type of Waste										Next Steps			
Waste Walk Date				Inventory	Motion	Corrections	Over Processing	Conveyance	Intellect	Capital	Waiting	Other	Impact	Potential Solution (Quick Win)	Further Analysis Required	Owner	Status
30/11/2013	Delivery to end user	NovW #2.1	Drinks machine too far away from break out area		X									X		$\operatorname{CL}$	Complete
16/12/2013	Delivery to end user	DecW #3.1	Spare contractor sheets kept in bulk off site	X				X					Low	X			On-going
16/12/2013	Delivery to end user	DecW #3.2	Re-checking location of parcel				X						Medium		X		On-going
16/12/2013	Delivery to end user	DecW #3.3	Outgoing parcel team having to wait for incoming parcel team to complete process								X		High				On-going
19/12/2013	Delivery to end user	DecW #4.2	Re-checking date of parcel				X						Medium		X		On-going
19/12/2013	Delivery to end user	DecW #4.1									X			X		CL	Complete
19/12/2013	Delivery to end user	DecW #4.3															
19/12/2013	Delivery to end user	DecW #4.4					X										