



the **key** consultancy limited

## In-company Training

# Effective Waste Minimisation

### Aims

This short course aims to equip delegates with an understanding of opportunities and methods that can be employed to deliver effective minimisation of manufacturing and office wastes.

### Objectives

At the end of the programme each delegate should be able to:

- Prepare a comprehensive waste stream analysis and inventory
- Identify and understand critical process conditions which give rise to waste
- Prepare simple process maps identifying inputs and outputs for individual processes
- Undertake cost analysis to define 'true' costs of waste
- Define key performance indicators for waste generation
- Prepare a waste minimisation programme and identify costs/savings and resource requirements

### Programme content

- Waste inventories, including consideration to commonly encountered waste streams
- Process mapping, input and output analysis
- Critical process conditions leading to waste, including purchasing specifications, process design, process control, commissioning waste, QA quarantine and reject waste, returns, inventory management and out of date stock
- Waste costing including cost of materials, manufacturing cost and disposal cost
- Typical key performance indicators, including normalised measures
- Programme definition and planning