Reference #: Date:

# Kaizen Report

| Subject | Process / Project |
|---|---|
| | |

| Area / Location | Department / Division |
|---|---|
| | |

| Initial Condition (What was the problem?) | Solution Description (What was implemented, changed or improved?) |
|---|---|
| | |

| Before (Include pictures, diagrams, etc.) | After (Include pictures, diagrams, etc.) |
|---|---|
| | |

| Benefits Category | | Benefits Description (e.g. results, cost benefit analysis, cost savings etc.) |
|---|---|---|
| ☐ Quality | ☐ Safety / Health | |
| ☐ Cost | ☐ Environment / Energy | |
| ☐ Delivery | ☐ Customer responsiveness | |
| ☐ Efficiency | ☐ Morale | |
| ☐ Waste | ☐ Other | |

| Originated By | Validated By | Approved By | Contact Details |
|---|---|---|---|
| | | | |

| Team Members (Who was involved?) |
|---|
| |

| Implementation Date | Date of Completion | Standarization Remarks |
|---|---|---|
| | | |