a s s o c i a t e s

... the correct fit is everything.

Kaizen Forms

Kaizen Event Area Profile: Summary Sheet



	Team # :	associates
Event Description:	Event Dates:	
Preliminary Objectives:	Team:	
Production Requirements (Takt Time):		
	Facilitator: Consultant:	
Process Information:	Current Situation and Problems	

Date:	
TAKT Time:	

Kaizen Event Target Sheet



Key Measurement	Start	Target	1st Day	2nd Day	3rd Day	4th Day	Last Day	Difference	% Change
Safety Issues									
Quality Issues									
Lead Time									
Cycle time									
Value Adding Time									
Necessary, Not Value Adding									
Not Necessary, Not Value Adding									
On Time (Fill Rate or Backlog)									
Economic Lead Time									
# of Steps, # of Handoffs									
Volume / Throughput									
Full-time Equivalent Crew									
Productivity									
Work In Process									
Inventory									
Walking Distance (Ft)									
Space (Sq Ft)									
5 S									

Remarks

Standard Work Sheet

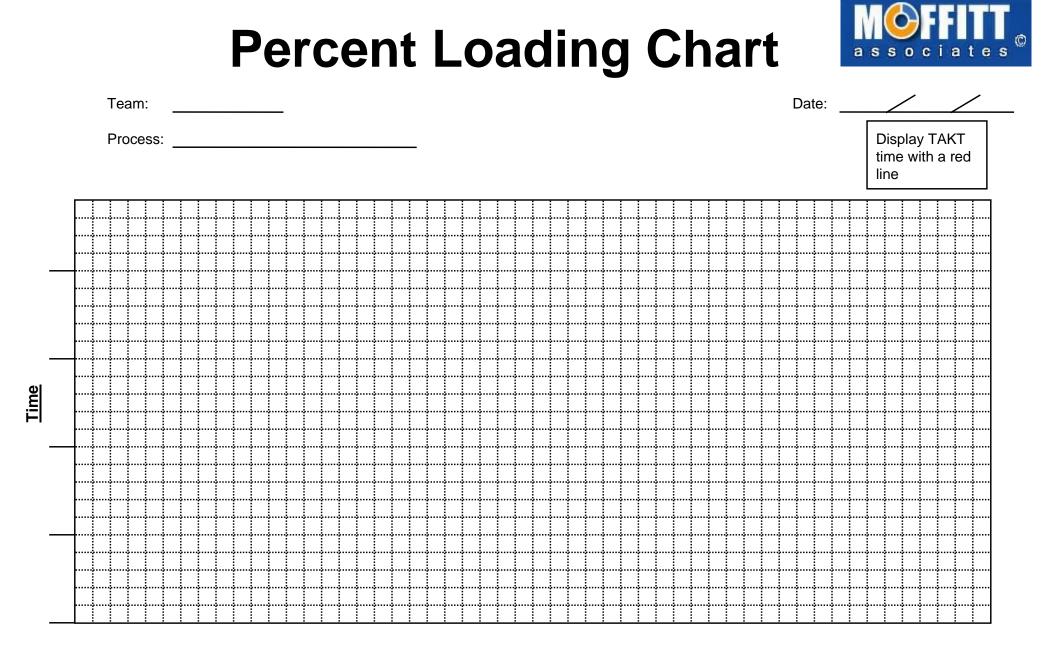
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				Quality Check	Safety Precaution	Standard Work in Process	# of Pieces of Std WIP TA	AKT Time	Net Time	Operator Number
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			TI	ME	OBS	SER\		ION	FOF	RM			associates
							Date	& Time):				
Proc	ess for Observation:						Obse	erver:					associates
			1	1		-		1	1	r	1		
Item No.	Component Task	1	2	3	4	5	6	7	8	9	10	Best Task Time	Points Observed
	Time for 1 Cycle:												

Page:_____ of:_____



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Operators / Operations

Kaizen Newspaper



Team Number: _____ Date: Page:_____ of:_____ % Person Date Item **Description of Problem** Responsible Complete No. **Counter Measure** Due Date Complete 100% 25% 50% 75% 100% 25% 50% 75% 100% 25% 50% 75% 100% 25% 50% 75% 25% 100% 75% 50% 25% 100% 50% 75% 100% 25% 50% 75% 100% 25% 75% 50% 100% 25% 50% 75% 100% 25% 50% 75% 100% 25% 50% 75% 100% 25% 50% 75% 25% 100% 50% 75% 100% 25% 50% 75% 25% 100% 75% 50% 100% 25% 50% 75% 100% 25% 50% 75% 100% 25% 75% 50% 100% 25% 50% 75% 100% 25% 50% 75%

PRODUCTION CONTROL CHART



Date: _____

Dept./Cell: _____

HOUR	PLANNED UNITS	ACTUAL UNITS	DIFFERENCE	REASON	MGR
TOTALS					

Date: _____ Improvement Idea



Kaizen Title:	Team #:	Completed By:	
	Description of Problem:	Description of steps taken:	Results:
	Before Kaizen	After Kaizen	
Remarks:		I	

Kaizen Event Survey



Name (optional):______Area:_____

Area:_____ Date:_____

TAKT = 5 minutes

1) What did you learn?			7) What would make it better?
2) Were the objectives clear?	Yes	No	
3) Were the objectives important?	Yes	No	
4) Were you prepared?	Yes	No]
5) Was your team successful?	Yes	No	
6) Did you have fun?	Yes	No	

SETUP OBSERVATION ANALYSIS WORKSHEET

Machi													Date:			
Part &	OP		Class			Be	fore		Amo	unt of time				Aft	er	
Step	Tim	ne	Before		Ca	tegory b	y Activity		Move to			After	Categ	ory by .	Activity	,
#	Cumulative	Task	Int/Ext	Element / Task Description	F	А	S	Т	External	Reduced	Eliminated	Time	F	А	S	Т
<u> </u>					-											
				Totals												
					Activity C	Categor	ies			1						

F. Foresight A. Attachment S. Setting Conditions T. Trial Runs & Adjustments

# of Steps	Moved	to	Externa	l

Time Moved to External

of Steps Reduced

Time Reduced

of Steps Eliminated

Time Eliminated

PROCES	SATA GL	ANCE [177	PICAREA:				MÔF	iates [©]
		DA	IE:		TAKT TIME:	BY:	assoc	iates [©]
10	20	30	40	50		60	70	STEP #
								Material Process Sketch DRAWING of Parts as they Come Together
								Written Description
								Specifica- tions
								Gauge Go / No Go
								POKE YOKE
								Machine & Settings
								TIME
								DATA



