



*...the correct fit is everything.*

# Kaizen Forms



# Kaizen Event Area Profile: Summary Sheet



Team # : \_\_\_\_\_

**Event Description:**

**Event Dates:**

**Preliminary Objectives:**

**Team:**

**Production Requirements (Takt Time):**

**Facilitator:**

**Consultant:**

**Process Information:**

**Current Situation and Problems**

# Kaizen Event Target Sheet



Date:	
TAKT Time:	

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



Department Head	Department Supervisor

Scope of Operations	From
	To

Date Prepared or Revised

<div style="font-size: 2em; opacity: 0.3;">             Standard Work Sheet         </div>
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Quality Check	Safety Precaution	Standard Work in Process	# of Pieces of Std WIP	TAKT Time	Net Time	Operator Number
◇	⊕	⊘				

# TIME OBSERVATION FORM



Date & Time: \_\_\_\_\_  
Observer: \_\_\_\_\_

Process for Observation: \_\_\_\_\_

Item No.	Component Task	1	2	3	4	5	6	7	8	9	10	Best Task Time	Points Observed
Time for 1 Cycle:													



# Percent Loading Chart

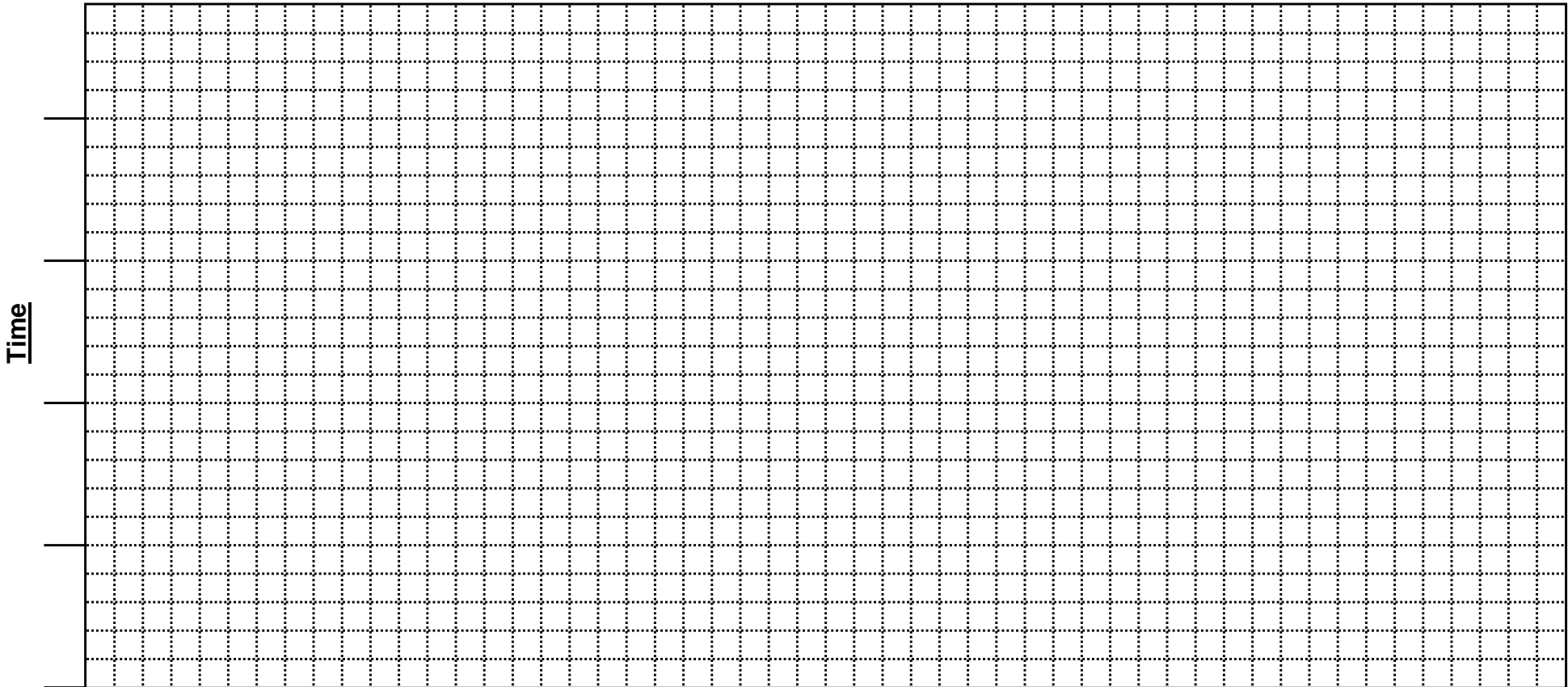


Team: \_\_\_\_\_

Date: \_\_\_\_\_

Process: \_\_\_\_\_

Display TAKT  
time with a red  
line



Time

Operators / Operations

# Kaizen Newspaper



Team Number: \_\_\_\_\_

Date: \_\_\_\_\_

Page: \_\_\_\_\_ of: \_\_\_\_\_

Item No.	Description of Problem	Counter Measure	Person Responsible	Due Date	% Complete	Date Complete
					25%  100% 50%  75%	
					25%  100% 50%  75%	
					25%  100% 50%  75%	
					25%  100% 50%  75%	
					25%  100% 50%  75%	
					25%  100% 50%  75%	
					25%  100% 50%  75%	
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					25%  100% 50%  75%	
					25%  100% 50%  75%	
					25%  100% 50%  75%	





Date: \_\_\_\_\_

# Improvement Idea



Kaizen Title: \_\_\_\_\_

Team #: \_\_\_\_\_

Completed By: \_\_\_\_\_

Description of Problem:	Description of steps taken:	Results:

Before Kaizen

After Kaizen

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Remarks:



# Kaizen Event Survey

Name (optional): \_\_\_\_\_

Area: \_\_\_\_\_

Date: \_\_\_\_\_

TAKT = 5 minutes

1) What did you learn?

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

7) What would make it better?

# SETUP OBSERVATION ANALYSIS WORKSHEET



Machine #			Class Before	Element / Task Description	Before				Amount of time			Date:	After			
Part & OP					Category by Activity				Move to External	Reduced	Eliminated	After Time	Category by Activity			
Step #	Time		Int/Ext	F	A	S	T	F					A	S	T	F
	Cumulative	Task														
				<b>Totals</b>												

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

# of Steps Moved to External
Time Moved to External

# of Steps Reduced
Time Reduced

# of Steps Eliminated
Time Eliminated



