

Reference #:

Date:

## Kaizen Report

<b>Subject</b>		<b>Process / Project</b>	
<b>Area / Location</b>		<b>Department / Division</b>	
<b>Initial Condition</b> (What was the problem?)		<b>Solution Description</b> (What was implemented, changed or improved?)	
<b>Before</b> (Include pictures, diagrams, etc.)		<b>After</b> (Include pictures, diagrams, etc.)	
<b>Benefits Category</b>		<b>Benefits Description</b> (e.g. results, cost benefit analysis, cost savings etc.)	
<input type="checkbox"/> Quality <input type="checkbox"/> Safety / Health <input type="checkbox"/> Cost <input type="checkbox"/> Environment / Energy <input type="checkbox"/> Delivery <input type="checkbox"/> Customer responsiveness <input type="checkbox"/> Efficiency <input type="checkbox"/> Morale <input type="checkbox"/> Waste <input type="checkbox"/> Other			
<b>Originated By</b>		<b>Validated By</b>	<b>Approved By</b>
<b>Team Members</b> (Who was involved?)			
<b>Implementation Date</b>		<b>Date of Completion</b>	<b>Standarization Remarks</b>