

# Kaizen Checklist

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## 5S Workplace Organization

Focuses on creating a clean, organized, and efficient workspace. Includes Sort, Set in Order, Shine, Standardize, and Sustain.

**Sort: Number of Items Removed/Discarded**

Enter a number...

**Sort: Describe items removed and reason for removal.**

Write something...



## Set in Order: Location of Frequently Used Tools/Materials

 [Set My Current Location](#)



## Set in Order: Shadow Board Implementation?

- Yes
- No
- Planned - Date: [DATE]

## Shine: Describe cleaning activities performed and frequency.

Write something...

### Shine: Last Cleaning Date

Enter date...

### Standardize: Visual Management System in Place?

- Yes
- No
- Partial - Needs Improvement

### Standardize: What Visual Cues are used?

- Floor Markings
- Labeling
- Color Coding
- Shadow Boards
- Signage

### Sustain: Document any challenges and corrective actions for maintaining 5S.

Write something...

# Process Improvement & Waste Reduction (Muda)

Targets elimination of the 7 wastes: Defects, Overproduction, Waiting, Non-utilized Talent, Transportation, Inventory, Motion, and Extra-Processing.

## Cycle Time Reduction Target (seconds)

Enter a number...

## Which Muda are present in this process?

- Defects
- Overproduction
- Waiting
- Non-utilized Talent
- Transportation
- Inventory
- Motion
- Extra-Processing

## Detailed Description of Current Process (including identified Muda)

Write something...

### Proposed Improvement Action(s)

Write something...

### Estimated Reduction in Waste (e.g., % decrease in defects)

Enter a number...

### Implementation Start Date

Enter date...

### Target Completion Date

Enter date...

### Potential Risks and Mitigation Strategies

Write something...

### Level of Employee Involvement (Low, Medium, High)

- Low
- Medium
- High

### Attach Supporting Documentation (e.g., Value Stream Map)

 Upload File

# Equipment Reliability & Maintenance

Addresses preventative maintenance, equipment uptime, and identifying root causes of equipment failures.

## MTBF (Mean Time Between Failures) - Current Value

## MTTR (Mean Time To Repair) - Current Value

## Last Preventative Maintenance Date (Machine X)

## Maintenance Procedure Followed?

- Yes, fully
- Mostly
- Partially
- No

**Describe any unusual noises or behavior observed during operation (Machine Y)**

Write something...

**Vibration Levels (mm/s) - Reading at Sensor A**

Enter a number...

**Upload Infrared Thermography Image (Equipment Z)**

 Upload File

**Lubrication Condition?**

- Optimal
- Slightly Low
- Low
- Needs Immediate Attention

**Describe any corrective actions taken regarding maintenance**

Write something...

# Quality Control & Defect Reduction

Focuses on improving product quality, reducing defects, and minimizing rework or scrap.

## Defect Rate (Current)

Enter a number...

## Target Defect Rate

Enter a number...

## Common Defect Types Observed

- Scratches
- Dents
- Misalignment
- Color Variation
- Functional Failure
- Other (Specify)

## Detailed Description of a Recent Defect Incident

Write something...

### Root Cause Analysis Method Used (e.g., 5 Whys, Ishikawa)

- 5 Whys
- Ishikawa (Fishbone)
- Pareto Chart
- Other (Specify)

### Summary of Root Cause Findings

Write something...

### Corrective Actions Implemented to Address Root Cause

Write something...

### Date Corrective Actions Implemented

Enter date...

### Defect Rate After Corrective Actions (Follow-up)

Enter a number...

### Effectiveness of Corrective Action

- Highly Effective
- Effective
- Somewhat Effective
- Not Effective

## Standard Work & Process Consistency

Ensures that work is performed the same way every time, optimizing efficiency and predictability.

### Process Name

Write something...

### Current Standard Work Instructions (Detailed)

Write something...

### **Cycle Time (Current)**

Enter a number...

### **Takt Time (Calculated)**

Enter a number...

### **Proposed Changes to Standard Work**

Write something...

### **Change Implementation Method**

- Pilot Program
- Full Rollout
- Gradual Implementation

### **Date of Standard Work Implementation**

Enter date...

### Cycle Time Post Implementation

Enter a number...

### Resources Needed for Implementation

- Training
- New Tools
- Additional Personnel
- Software Updates

## Material Flow & Logistics

Optimizes the movement of materials within the manufacturing process, reducing bottlenecks and improving flow.

### Average Material Travel Distance (meters)

Enter a number...

### Material Handling Time (minutes)

Enter a number...

### Current Material Movement Method

- Manual Cart
- Automated Guided Vehicle (AGV)
- Conveyor System
- Forklift
- Other (Specify)

### Description of Current Material Flow Bottlenecks

Write something...

### Potential Bottleneck Areas (Check all that apply)

- Receiving
- Storage
- Workstation Transfer
- Shipping
- Other (Specify)

### Material Handling Equipment Utilization Rate (%)

- <50%
- 50-75%
- >75%

### **Date of Last Material Flow Analysis**

Enter date...

### **Proposed Material Flow Improvements**

Write something...

## **Employee Engagement & Training**

Focuses on empowering employees to identify and implement improvements, and providing necessary training.

### **Number of Kaizen Suggestions Submitted (per employee/team)**

Enter a number...

### **Summary of Recent Kaizen Suggestion Feedback Session**

Write something...

### Training Topics Requested by Employees (related to Kaizen)

- 5S
- Value Stream Mapping
- Problem Solving (e.g., 8D)
- Root Cause Analysis
- Standard Work
- PDCA Cycle

### Employee Perception of Management Support for Kaizen

- Strongly Agree
- Agree
- Neutral
- Disagree
- Strongly Disagree

### Employee Comments/Feedback on Kaizen Program (Open Text)

Write something...

### Date of Last Kaizen Training Session

Enter date...

### Percentage of Employees Trained on Kaizen Principles

Enter a number...

Addresses workplace safety, ergonomics, and reducing the risk of injuries.

### Near Miss Reporting Frequency (per month)

Enter a number...

### PPE Compliance Observed?

- Gloves
- Safety Glasses
- Hearing Protection
- Steel Toe Boots
- Respirator
- High-Vis Vest
- All PPE Compliant

### Observations of Unsafe Acts/Conditions

Write something...

### Ergonomic Risk Assessment Completed (Last Date)

Enter a number...

### **Ergonomic Improvements Implemented?**

- Adjustable Workstations
- Ergonomic Tools
- Rotation Schedules
- Training on Proper Lifting Techniques
- None

### **Date of Last Safety Training**

Enter date...

### **Employee Feedback on Safety Concerns (if any)**

Write something...

### **Overall Safety Perception?**

- Very Positive
- Positive
- Neutral
- Negative
- Very Negative