ChecklistGuro

Kaizen Checklist

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

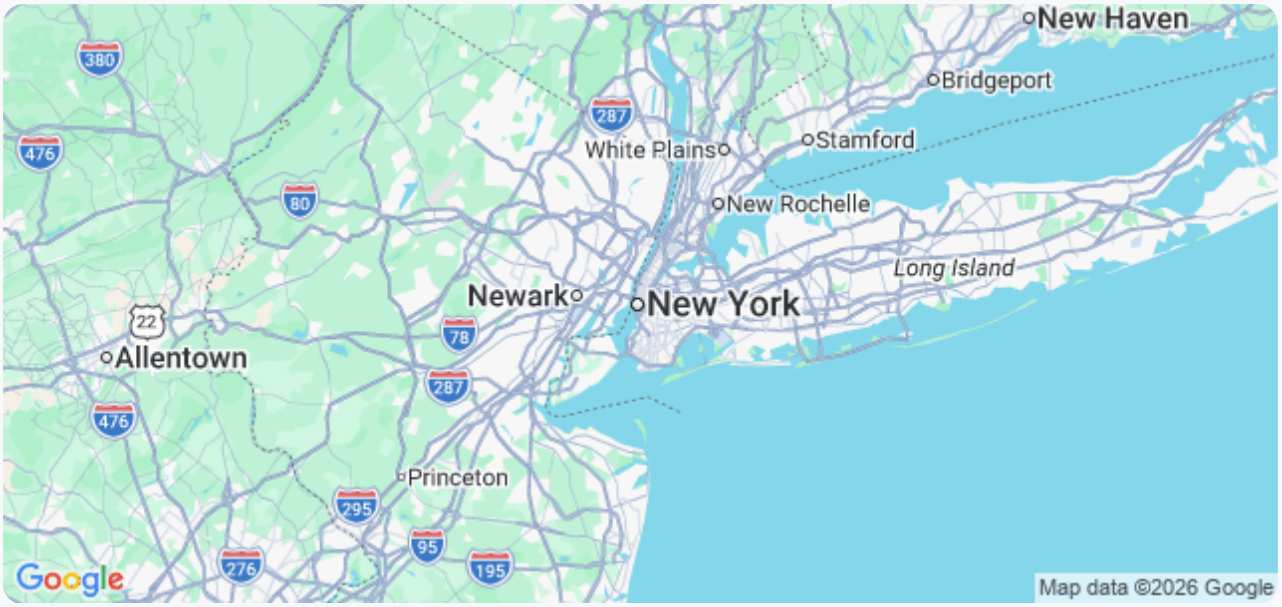
Enter a number...

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

Enter a number...

MTTR (Mean Time To Repair) - Current Value

Enter a number...

Last Preventative Maintenance Date (Machine X)

Enter date...

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...

Safety & Ergonomics

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