

Kaizen Improvement Sheet

Run a small, focused improvement with the people who do the work: see the waste, try a fix, measure the result and make it the new standard.

KAIZEN NUMBER

AREA OR PROCESS

DATE

TEAM LEADER

TEAM

SPONSOR

How to use this template

1. Type straight into the boxes on screen, or print it and use it on the shop floor.
2. Work through steps 1 to 6 with the team, at the place where the work is done.
3. Measure before you change anything, so you can prove the improvement afterwards.
4. Keep it small: one area, one problem, changes the team can make in days, not months.

1 Choose the area and the problem Go to the gemba: the place where the work happens

Pick one process or area, and one problem the team can see every day.

- Describe how the work runs today, as you saw it on the floor.
- Say who it affects: the operator, the next process or the customer.

WHAT WE SAW (CURRENT STATE)

WHY IT MATTERS

2 Measure where you are If you can't measure it, you can't show it improved

Pick one or two measures and record them before you change anything.

- Typical measures: cycle time, first-pass yield, defects, changeover time, walking distance, WIP, on-time delivery.
- Set a target the team agrees is stretching but realistic.

MEASURE

UNIT

BEFORE

TARGET

AFTER

3 Spot the waste Use the eight wastes as a checklist

Walk the process and look for each of the eight wastes (TIMWOODS):

- Transport, Inventory, Motion, Waiting
- Overproduction, Over-processing, Defects, Skills not used

For a problem with an unclear cause, use the 5 Whys template first.

4 Ideas and actions Small, quick changes the team can make now

- Collect ideas from everyone who does the work. Favour simple, cheap changes over big projects.
- Try them, keep what works, and record which waste each one removes.
- Give every action an owner and a date.

IDEA OR ACTION	WASTE REMOVED	OWNER	DUE	DONE

5 Before and after Show the change

Describe the process before and after, or print the page and sketch it. Photos of before and after are worth attaching.

BEFORE

AFTER

6 Results and standard work Make the improvement stick

- Record the measures again (step 2) and the benefit: time, cost, quality or safety.
- Update the standard work, work instructions and training, so the new way becomes the normal way.
- Check again after 30 days that it's still working.

RESULTS AND BENEFIT

STANDARD WORK, INSTRUCTIONS AND TRAINING UPDATED

TEAM

SIGNED OFF BY

DATE

30-DAY CHECK

Want a kaizen event that delivers lasting results?

Grindstone plans and runs kaizen events with your team, on site, and makes sure the gains stick, at a fixed price agreed before we start.

enquiries@grindstone.ltd · grindstone.ltd/consultancy