



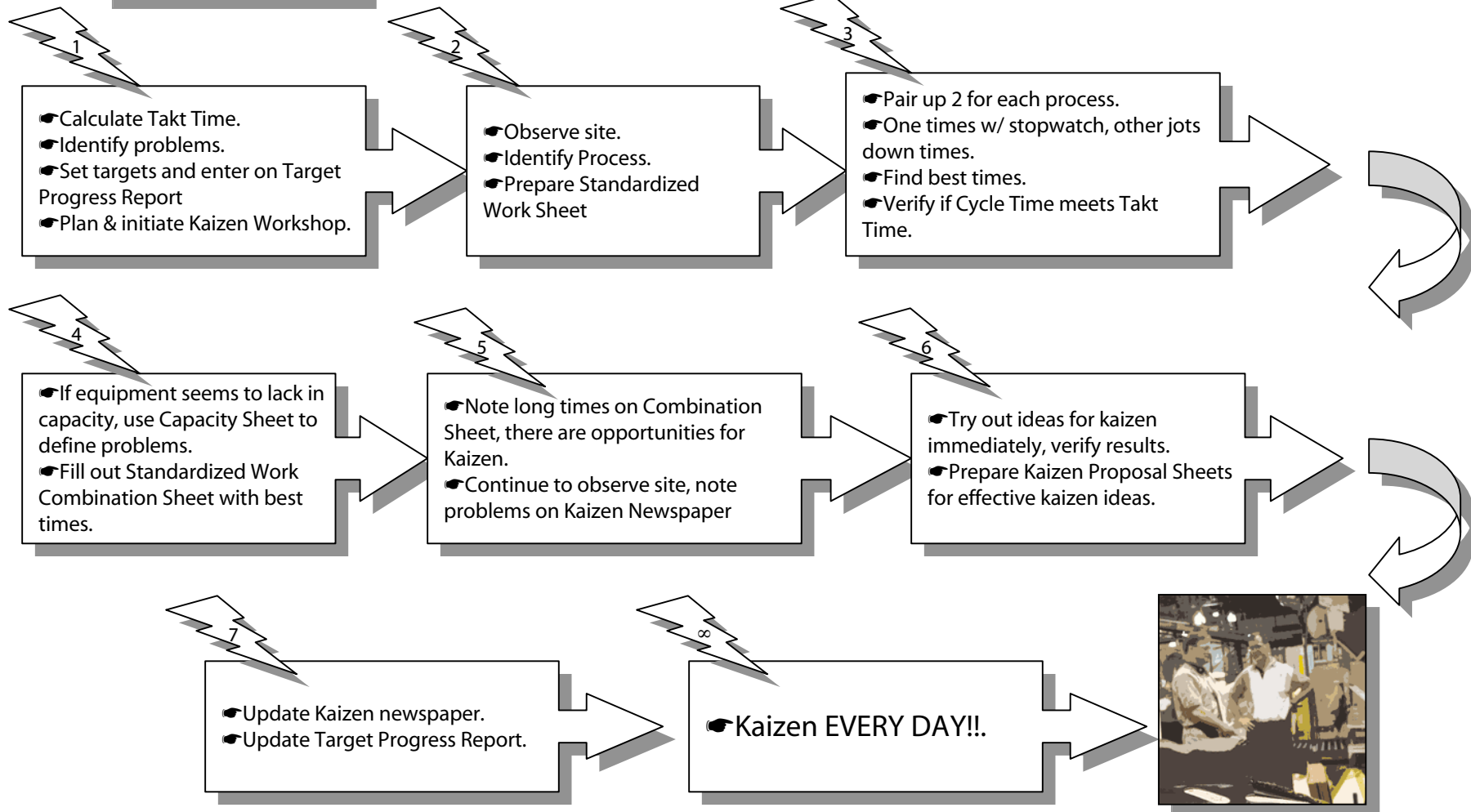
BASIC KAIZEN TOOLS



- 1. TARGET PROGRESS REPORT**
- 2. STANDARDIZED WORK SHEET**
- 3. TIME OBSERVATION SHEET**
- 4. CYCLE TIME / TAKT TIME BAR CHART**
- 5. YAMAZUMI (STACK) CHART**
- 6. STANDARDIZED WORK COMBINATION SHEET**
- 7. CAPACITY SHEET**
- 8. KAIZEN PROPOSAL SHEET**
- 9. KAIZEN NEWSPAPER**



Using the Basic Kaizen Tools





TARGET PROGRESS REPORT

Department / Section / Site

Date: ___/___/___/___/___

Takt Time: _____

CATEGORY	CURRENT	TARGET	DAY 1	DAY 2	DAY 3	DAY 4	FINAL RESULT	% CHANGE
SPACE (sq. ft.)								
INVENTORY								
WALKING DISTANCE								
MATERIAL TRAVEL DISTANCE								
LEAD TIME (sec.)								
CYCLE TIME (sec.)								
OUTPUT (units / day)								
CREW SIZE								
PRODUCTIVITY								
CHANGEOVER TIME (sec.)								

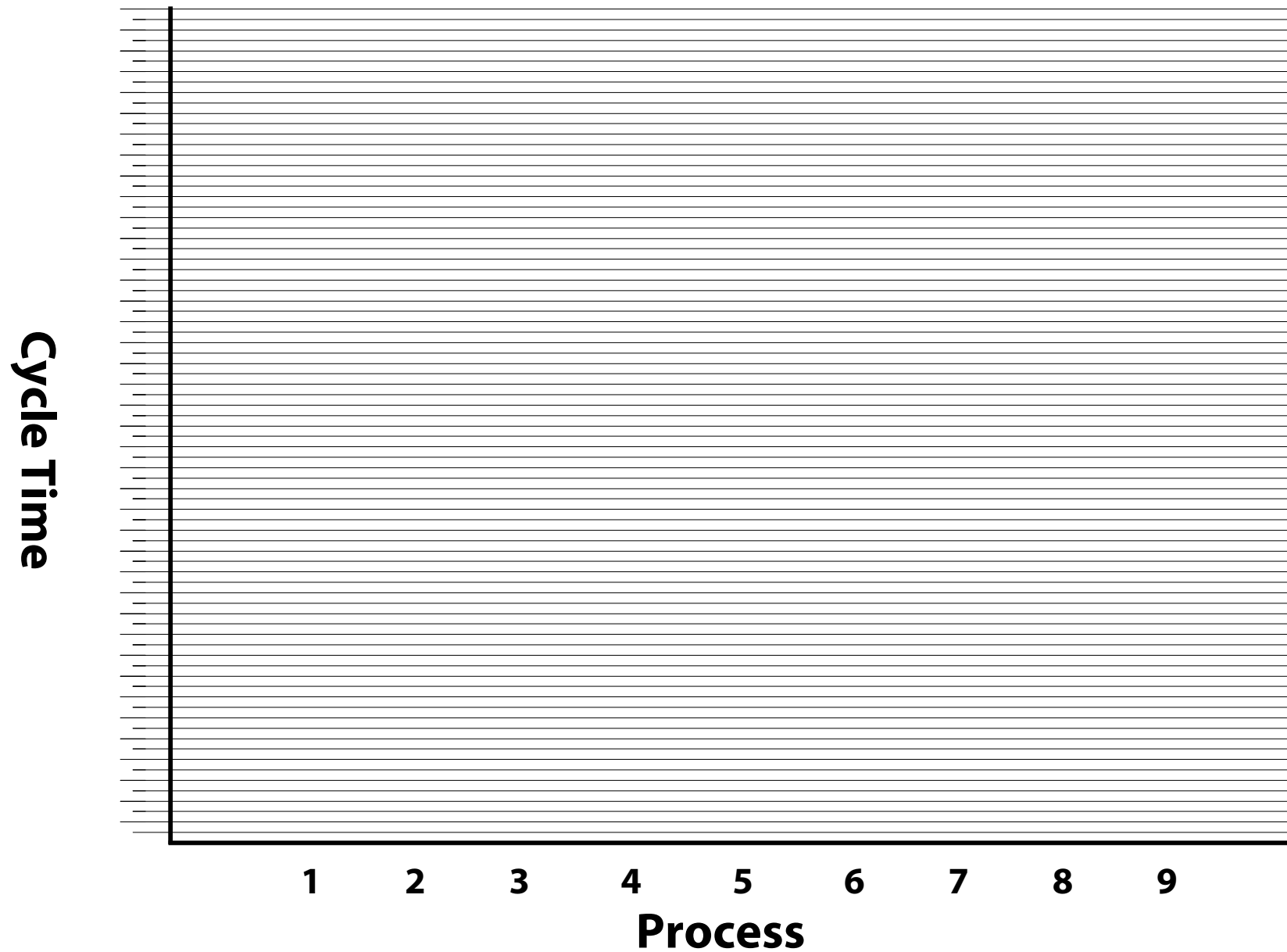
REMARKS:



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■ *Kaizen Interpretation* ■

Cycle Time / Takt Time Bar Chart

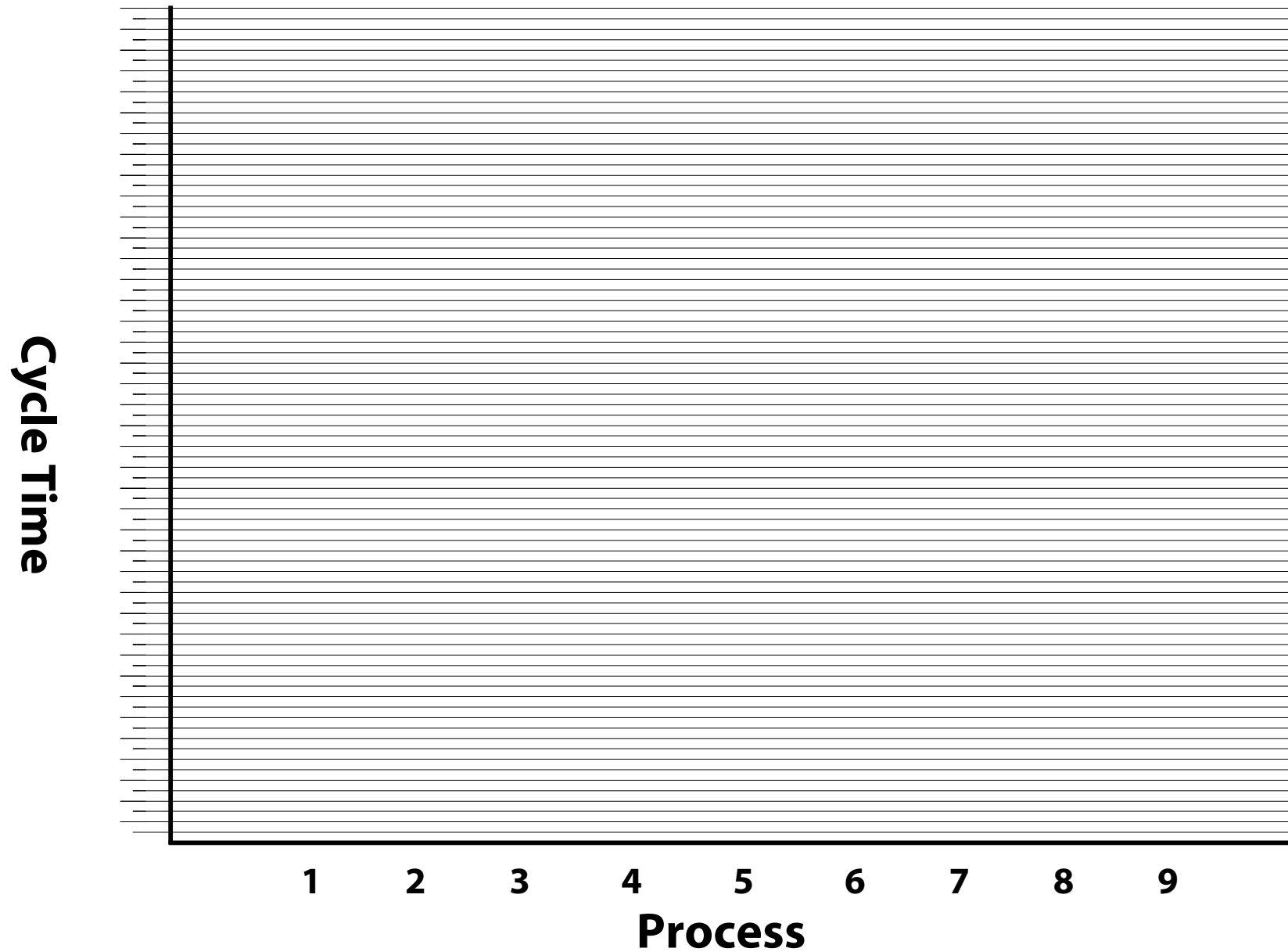




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■ *Kaizen Interpretation* ■

Yamazumi (Stack) Chart





New / Revised as of (date): __/__/__

Authorizations:

CAPACITY SHEET

Part No.		Line		Current Output Per Day	pieces
Part Name		Max Output per Day	pieces	Workers Needed	

Step	Description	Machine ID	Base Times				Tools			Capacity	Remarks	Times:				
			Walking Time	Manual Time	Auto Run Time	Completion Time	Pieces/Run	Change Time	Time/Piece			Manual	Automatic	Walking		
1																
		Subtotal														
		Total														

NOTE
 Update times when improvements are achieved through kaizen, and detail reasons for improvement in "Remarks" column.



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■ *Kaizen Interpretation* ■

KAIZEN PROPOSAL SHEET

Location		Objective		Date		Operator	
Before				After			
Problem				Effects (cycle time / inventory / changeover time reduction, poka yoke etc.)			



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■ *Kaizen Interpretation* ■

KAIZEN NEWSPAPER

TEAM: _____

DATE: ____ / ____ / ____ / ____

No.	PROBLEM	WHO	BY WHEN	CHECK