KAIZEN SHEET

One improvement, one page

Kaizen no.	Theme	Category (PQCDSM)	Area and machine
Team	Started	Completed	Pillar or circle

Before: the problem	Root cause	After: the countermeasure
What	Why 1	What
Where the time went	Why 2	Tools
Effect	Why 3	External work
Photo or sketch	Internal work	Photo or sketch

Results: before and after

Measure	Unit	Before	After	Change	Change, %	Measured over

Savings

Changeover time before, minutes	
Changeover time after, minutes	
Changeovers per day	
Working days a year	
Machine hours freed a year	

Machine hour rate, ₹	
Saving a year, ₹	
Cost of the kaizen, ₹	
Payback, months	

Standardise and spread

What was changed	Document and revision	Also applied to	Date

Team leader

Section in-charge

Plant head