Ek Pahla Kadam

KAIZEN REPORT (One Page Improvement / Problem Solving Report)

Kaizen Idea By		**Idea Date**	
Kaizen Implemented By (Team)		**Implementation Date**	
Department & Problem Area		**Kaizen No.**	

| **Step 1** | **Problem (Identification)** | |
| | **Kaizen (Improvement) Theme** | |

Step 2 - Background and Current Situation	**Step 3 - Root Cause _ Analysis & Validation**	**Step 5.1 - Solution Implementation**
Before - Photograph / Sketch		**After - Photograph / Sketch**
	Step 4 - Solution Development & Selection	
Description of Problem		**Description of Action Taken**

Step 5.2 - Results Verification	**Step 5.3 - Tangible & Intangible Benefits**

Step 6 - Standardisation	**Step 7 - Review, Horizontal Deployment & Sustenance**

Kaizen Classification & Saving	Productivity	Quality	Cost	Delivery	Safety	Morale, 5S	Environment	Net Saving - in INR

| **Prepared By** | | **Reviewed By** | | **Approved By** | |
| **Date** | | **Date** | | **Date** | |