

Poka-Yoke Idea By					Idea Date				
Poka-Yoke Implemented By (or Team)					Implementation Date				
Plant / Department / Area / Machine					Poka-Yoke No.				
STEP 1 - Problem Description and Poka-Yoke Idea Identification									
Defect / Error					Poka-Yoke Type		Detection / Prevention		
Poka-Yoke Idea					Poka-Yoke Sub Type		Alert / Shutdown / Control		
Step 2 - Background & Current Situation			Step 3 - Error Type & Validation (Root Cause)			Step 5.1 - Solution Implementation			
Before - Photograph / Sketch						After - Photograph / Sketch			
Description of Defect / Error						Step 4 - Solution Development & Selection			Description of Solution
Step 5.2 Poka-Yoke Method					Step 5.3 Poka-Yoke Technique (Technique & Sub-Technique)				
Contact / Fixed Value or Constant Number / Motion Step or Sequence					Correct Placement / Process Parameter Interlock / Input Parameter Interlock / Operation Step Interlock				
Step 5.4 - Results Verification					Step 5.5 - Tangible & Intangible Benefits				
Step 6 - Standardisation					Step 7 - Review, Horizontal Deployment & Sustenance				
Improvement Classification & Saving		Productivity	Quality	Cost	Delivery	Safety	Morale, 5S	Environment	Net Saving - in INR
Prepared By		Reviewed By			Approved By				
Date		Date			Date				