

KAIZEN PROPOSAL SHEET

KAIZEN SUBJECT: _____ DATE ISSUED _____
 DATE COMPLETED _____

TEAM MEMBERS NAMES _____ GROUPS NAME _____
 _____ GROUPS LEADERS NAME _____

 _____ INDIVIDUAL PROPOSAL

IF THE KAIZEN PROPOSAL IS AN INDIVIDUAL PROPOSAL PLEASE CIRCLE INDIVIDUAL PROPOSAL AND LIST ALL NAMES THAT ARE TO BE INCLUDED IN THE TEAM MEMBER NAMES SPACES PROVIDED.

CHECK ONE OR MORE OF THE FOLLOWING AREAS THAT ARE ASSOCIATED WITH YOUR KAIZEN IDEA.

REDUCTION IN TIME () FATIGUE REDUCTION () QUALITY () SAFETY ()
 MATERIAL SAVINGS () DEFECT REDUCTION () EFFICIENCY () OTHER ()

DESCRIBE THE CURRENT METHOD OR CURRENT PROBLEM	DESCRIBE THE PROPOSED NEW METHOD OR PROBLEM SOLVING IDEA

PROPOSAL HAS NOT BEEN DONE () PROPOSAL HAS BEEN DONE ()

IMPLEMENTATION COST
 PLEASE SHOW ALL COST FIGURES
 \$ _____

EXPECTED QUARTERLY SAVINGS
 PLEASE SHOW ALL COST FIGURES
 \$ _____

COMMENTS FROM AREA MANAGER OR SUPERVISOR:

SUPERVISOR CIRCLE
 APPROVED TO DO
 OR
 REFUSED TO DO

COMMENTS FROM THE KAIZEN COMMITTEE

 SUPERVISOR

 MANAGER

 AWARD AMOUNT

IF THE KAIZEN PROPOSAL IS COMPLETED BY A MAINTENANCE MEMBER THEN LIST.
 TOTAL HOURS SPENT ON KAIZEN _____
 TOTAL COST OF ALL MATERIAL _____