

Kaizen Implementation Checklist

A step-by-step approach to continuous improvement in manufacturing

1 Establish a stable operating condition

- Machines in good working order.
- Operators trained, present, and following procedures.
- Consistent material flow and quality standards.

Why? Improvement needs a baseline that does not move on its own.

2 Develop and document standardised work

- Clear, detailed work instructions.
- Visual tools such as value stream maps or flowcharts.
- Everyone trained on the standard.

Why? Standardised work is what makes an improvement measurable.

3 Analyse the current state

- Observe the process directly, on the gemba.
- Collect lead times, downtime, waste points and quality data.
- Map it visually before changing anything.

Why? The current state is where the real opportunities show up.

4 Set clear goals and targets

- Specific and measurable, for example cut cycle time by 10%.
- One KPI and a deadline.
- Communicated to everyone involved.

Why? A vague target produces vague effort.

5 Picture the target condition

- A visual of the improved process or performance level.
- Diagrams, data or images, not a paragraph.

Why? People aim better at something they can see.

6 Plan and implement small changes

- Pick actionable improvements from the analysis.
- Name an owner, the resources and a date.
- Run it as a pilot, and involve the people who do the work.

Why? Small tests keep the risk low and the learning fast.

7 Measure and analyse the result

- Collect the same data again after the change.
- Compare against the baseline and the target.
- Ask the operators what actually changed.

Why? Without the comparison you have an opinion, not a result.

8 Standardise and document the gain

- Update the work instructions.
- Train people on the new procedure.
- Tell the rest of the organisation.

Why? An improvement that is not standardised decays.

9 Sustain and grow

- Monitor the metric continuously, with GlobalReader OEE/MES.
- Make small improvements a daily habit.
- Act on the ideas that come from the floor.

Why? Sustained effort is what turns a project into a culture.

What makes it stick

- **Leadership.** Without visible support from the top, Kaizen stays an initiative.
- **Employee engagement.** The people on the line are the problem solvers. Give them the authority.
- **Focus on the process.** Fix the process and the numbers follow. Chase the numbers and you get workarounds.
- **Visual management.** Charts and dashboards where the work happens, not in a monthly report.
- **Real-time data.** You cannot improve what you only see at the end of the shift.

Start measuring

GlobalReader's OEE and MES software gives you the real-time numbers each of these steps depends on. Try the demo, free, or get in touch about your own machines.



Try the demo



Talk to us