

KAIZEN Supportive Supervision Checklist

Date _____

Unit _____

		Points to check	Yes	No	Date of check	Check by
Sample		Staff are committed to practice KAIZEN or not	✓		10.3.2014	Jane
Before KAIZEN	1	Ask number of KAIEZN team members				
	2	Check problem statement of the section/unit				
	3	Check the date of the KAIZEN case started				
Step 1	4	Check whether they have selected the theme which can be solved within the section/unit or not				
	5	Check whether the KAIZEN theme was selected with Matrix Diagram				
	6	Check whether the scale of feasibility is clarified or not				
	7	The KAIZEN theme is written in "positive manner"				
Step 2	8	Check whether appropriate quantitative data are collected related with the KAIZEN theme or not				
	9	Check whether KAIZEN members well understood relation between the KAIZEN theme and contributing factors or not.				
	10	Check whether data source is appropriate or not				
	11	Check whether data collection method is appropriate or not				
	12	Ask the period of data collection and check it is appropriate or not				
	13	Check whether all the records were kept for data collection or not				
	14	Check whether compilation of the data, calculation of cumulative frequency and ratio was done properly by using table or not				
	15	Check whether Pareto Chart is properly developed based on the table or not; Need to check the scale, Plotting point of cumulative ratio, Description of contributing factors)				
	16	Check whether the target setting is done or not				
Step 3	17	Check whether contributing factors identified in Step 2 is used as a head of Fishbone or not				
	18	Check whether contributing factor in the head of Fishbone Diagram is stated in sentence; Why (the contributing factor) happened?				
	19	Check whether "Cause-Effect (Why-Because)" relation is clarified or not				
	20	Check whether "Why-Because" is asked enough to find root causes or not				
	21	Check whether sentence used in the Fishbone Diagram are clearly stated or not				
	22	Check whether "No money", "No human resource" and "No material" are not identified as a root cause				
Step 4	23	Check whether all the identified in Step 3 is reflected in Tree Diagram or not				
	24	Check whether detailed countermeasures are identified or not; breakdown of countermeasures by the level of countermeasures				
	25	Check conflict of activities among identified countermeasures				
	26	Check whether feasibility is appropriately done or not; Check the relation among the identified countermeasures against a root cause				
	27	Check whether the scale and cutoff point of feasibility check are clarified or not				
Step 5	28	Check whether all countermeasures identified are possible to carried out within the section/unit or not				
	29	Check whether all feasible countermeasures are reflected in the action plan				
	30	Check whether the action plan are developed based on "5W1H"				
	31	Check whether monitoring checklist is developed or not				
	32	Check whether appropriate timing is given to implement all countermeasures or not				
Step 6	33	Check whether all necessary data is collected for effectiveness check or not; same methodology and period applied in Step 2				
	34	Check whether comparison table for effectiveness check is developed or not; Frequency before and after KAIZEN, cumulative number frequency before and after KAIZEN, Cumulative ration before and after are appropriately calculated or not in the comparison table				
	35	Pareto Charts for before and after KAIZEN are developed based on the comparison table or not; Scale of frequency, Cumulative ration, Plotting points of cumulative ration				
	36	Check whether Pareto Chart is properly developed based on the table or not; Need to check the scale and scale adjustment between before and after the KAIZEN, Plotting point of cumulative ratio, Description of contributing factors)				
	37	Check whether effective countermeasures are identified and listed or not				
	38	Check whether ineffective countermeasures are identified and listed or not				
Step 7	39	Check whether all effective countermeasures are reflected on standardization plan or not				
	40	Check whether standardization is developed based on "5W1H"				
	41	Check whether a monitoring checklist for standardized activities is developed and used or not				
	42	Check whether standardization plan is shared with all staff working in the section/unit				
Common Issues	43	After completion of one KAIZEN case, check whether discussion and action are taken for next KAIZEN case or not				
	44	Check whether all records of KAIZEN process are kept properly or not				
	45	Check whether starting and completing period of each KAIZEN step is clearly recorded or not				
	46	Check whether All KAIZEN process is planned to complete within 6 months or not; check existing of implementation schedule				
	47	Observe knowledge and skills of using QC tools among staff				
	48	Check whether staff are understanding purpose of each KAIZEN step or not				
	49	Check frequency communication between QIT and KAIZEN members on the KAIZEN case				
	50	Check the evidences of countermeasures of the KAIEZN case, for example Training manuals, SOPs, Training report and so on				