

Welcome To:

Kaizen Implementation Guide With GlobalReader

A Step-by-Step Approach to Continuous Improvement in Manufacturing

1. Establish a Stable Operating Condition

- ☐ Ensure machines are in good working order.
- ☐ Confirm that workers are trained, present, and following procedures.
- ☐ Maintain consistent material flow and quality standards.
- ☐ Remove variability and chaos to create a stable baseline.

Why? Stabilized processes are essential to make effective, lasting improvements.

2. Develop and Document Standardized Work

- ☐ Create clear, detailed work instructions.
- ☐ Use visual tools like value stream maps or flowcharts.
- ☐ Train all relevant personnel on these standards.

Why? Standardized work provides a baseline for measurable improvements.

3. Conduct a Current-State Analysis

- ☐ Observe processes directly (Gemba walks).
- ☐ Collect data on lead times, waste points, downtime, and quality.
- ☐ Use visual tools (value stream maps, spaghetti diagrams) to identify inefficiencies.

Why? Understanding the current state reveals specific opportunities for improvement.

4. Set Clear Goals and Targets

- ☐ Define specific, measurable objectives (e.g., reduce cycle time by 10%).
- ☐ Establish KPIs and deadlines.
- ☐ Communicate goals to all team members.

Why? Clear targets guide focused, effective effort.

5. Visualize the Future State (Target Condition)

- ☐ Develop a visual depiction of the improved process or performance level.
- ☐ Use diagrams, data, or images to illustrate the goal.

Why? Visual goals orient teams and foster motivation.

6. Plan and Implement Small-Scale Changes

- ☐ Identify actionable improvements based on analysis.

- ☐ Assign responsibilities, resources, and deadlines.
- ☐ Execute changes as pilot projects or experiments.
- ☐ Involve frontline workers for practical insights.

Why? Small tests reduce risk and enable rapid learning.

7. Measure and Analyze Results

- ☐ Collect data after implementing changes.
- ☐ Compare against baseline and targets.
- ☐ Gather qualitative feedback from operators.

Why? Validation confirms whether the improvement achieved its goals.

8. Standardize and Document Gains

- ☐ Update standard work documentation.
- ☐ Train personnel on new procedures.
- ☐ Communicate successes organization-wide.

Why? Standardization ensures durable improvements.

9. Sustain and Grow Improvements

- ☐ Continuously monitor key metrics with tools like GlobalReader OEE/MES.
- ☐ Encourage daily or incremental Kaizen activities.
- ☐ Promote employee-driven improvement ideas.

Why? Sustained effort embeds a culture of continuous improvement.

Additional Tips for Success

- **Leadership:** Strong support from top management is essential.
- **Employee Engagement:** Frontline workers are problem solvers—empower them.
- **Focus on Processes:** Improving underlying processes drives results.
- **Visual Management:** Use charts and dashboards for transparency.
- **Leverage Technology:** Use real-time data tools to identify issues and measure success.

Pro Tip: Contact Us and let's start your digitalisation journey by implementing [GlobalReader OEE/MES Software](#) that will help you follow your most important KPI-s with ease.

You can try out our demo. It's for FREE! Just log in with your Google Account or register an account.

[**TRY OUR DEMO**](#)

