



Kaizen action sheet (KAS) system

Description Issue/ Problem		Describe Solution		Describe Results	
'Before' picture			'After' picture		
Four Folders at the base of the Primary Visual Display board					
1. Blank form		2. Submitted		3. Working	
				3. Working	

What is it?

A method for capturing small improvement suggestions within the work group.

What can it be used for?

- To collect the little ideas that fall 'below the radar' of company improvement schemes.
- To provide the work group with an opportunity to obtain power and freedom, by coming up with the ways to make things better in their work area.
- To provide a means to identify and capture the little changes that eliminate waste at its source.

How to do it:

1. Create a single page form that a group member uses to submit a suggestion to the work group (include a 'before' and 'after' sketch).
2. Create four folders at the base of the work group's Primary Visual Display (see diagram above).
3. Work Group members complete KAS forms and place them in the relevant folder on the Display.

4. Each day at the daily Work Group Meeting the meeting leader announces the suggestion to the Group and the next action is agreed.
5. The progress of suggestions is monitored on a regular basis until resolved (either implemented or found to be impractical).

Tips and guidelines

- Focus the team's ideas on low-tech solutions that they can take on and resolve themselves.
- Have a policy on response time to submitted forms.
- Handwrite the submitted forms and don't computerise the results.