

# MANUFACTURING BRAIN BOOSTER LEARNING ACTIVITY #4 – KAIZEN



## WHY BRAIN BOOSTERS

Whether it's to earn some brownie points at home or make your lives easier Brain Boosters cover some very useful and simple manufacturing improvement principles, which can be adapted to any walk of life.

## WHAT IS KAIZEN?

Kaizen is a Japanese word which can be translated to mean 'improvement' or 'a change for the better'. The use of Kaizen was championed by Japanese automotive producers like Toyota, and is aimed at every employee making improvements in what they do. Whether its an associate or the CEO - everyone is empowered to make positive changes.

When looking for inspiration of what improvement to make, you can use the following categories below to help and guide your decision:

**Unused Talent** - Are there people around you with knowledge, skills, creativity, ideas and eagerness you could use to make something work better?

**Scrap/Rework** - Do you see deviations from the required quality standard which may result in parts having to be replaced (creating scrap) or the need to spend extra time making something meet required standards?

**Waiting** - Is time spent waiting for something else to happen before you can do your task?

**Inventory** - Do you have extra parts or stock waiting around to be used?

**Motion** - Maybe you have to walk further than you should need to collect a part?

**Transportation** - Is there unnecessary movement of items - maybe the car could be delivered straight to a customer rather than a dealer?

**Over-Processing** - Are unnecessary actions involved which aren't required by the customer?

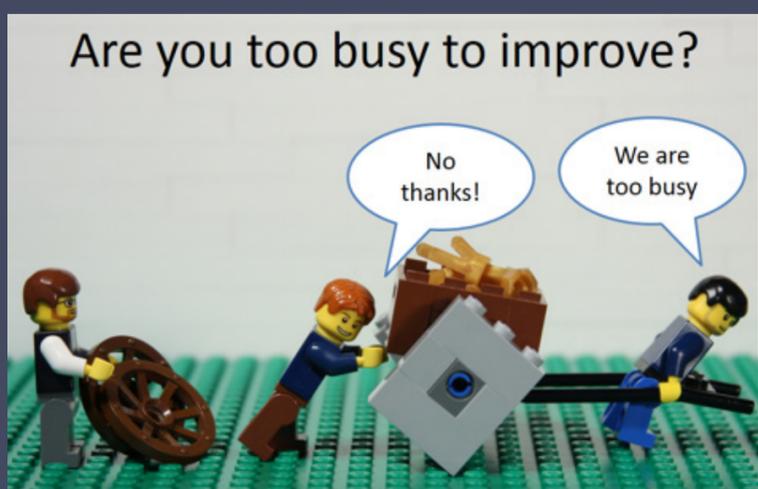
**Over-Production** - There's no need to make more than what your customers are asking for.

There is always time for improvement. We can always look to do things, faster, quicker, for less.

## WHY DO WE NEED TO KEEP IMPROVING AND USE KAIZEN?

Everything we do in our day-to-day lives, whether it's making your morning cuppa, taking a shortcut on your commute to work or making sure you're not throwing unused food away, we can implement Kaizen in all walks of life.

Kaizen doesn't have to be huge changes; little improvements here and there, marginal gains, can add up to a big improvement. Making improvements reduces the amount we are wasting - whether the waste is time stood around, scrapped parts or making too much, this all costs our business extra cash. Our collective improvements provide the quality our customers expect and keeps our business on the front foot.



Anyone has the power to implement a Kaizen by completing a Kaizen bulletin. Once you complete a bulletin it is reviewed with your Group Leader or manager and you help implement the change with the support of everyone it affects.

Plan, Do, Check & Act – When thinking about making an improvement always remember to Plan, Do, Check and Act (PDCA)

**PLAN** - Make sure you have clear actions and a structure around what you want to improve

**DO** - Enact your improvement, clearly communicating the change to those involved

**CHECK** - Has your improvement reduced waste? Check back on where you started from

**ACT** - If you can make further improvements, act as quickly as you can.

## HANDS ON ACTIVITY

Time for you to complete your very own Kaizen. Can you think of something you would like to improve in your work area? Maybe there is something which bugs you on a daily basis at home. Use the categories we introduced earlier: **Unused Talent, Waiting, Inventory, Motion, Transportation, Over-Processing & Over-Production.**

Think about what you could improve and who it affects and benefits. To help you structure your Kaizen, take a look at the Kaizen bulletin below. Have a go at completing it for your Kaizen and get it reviewed by your manager at home or at work.

## CREDITS

Adapted from original content produced by the Solihull based Corporate Affairs team in conjunction with the Solihull Business Excellence team.

Quick Kaizen  
Process Kaizen

## KAIZEN BULLETIN



VEHICLE OPERATIONS			
<b>KAIZEN LOG No:</b>		<b>KAIZEN TITLE:</b>	
<b>E-TRACKER No:</b>			
<b>Step 1. Meet the Team: Names/Pictures of Team</b>		<b>ORIGINATOR/CDSID:</b>	
<b>Step 2. Waste &amp; Metric Effected?</b> <i>Circle where applicable</i>		<b>HALL/DEPARTMENT/ TECHNOLOGY</b>	
<b>U S W I M T O O</b>		<b>LINE/ZONE:</b>	
<b>S Q D C P E</b>		<b>SHIFT:</b>	
		<b>PROCESS:</b>	
		<b>DATE STARTED:</b>	
<b>Step 3. Before the Improvement</b> <i>Describe the current condition, draw a sketch or take photos of the now condition</i>			
<b>Step 4. Ideas to Improve</b> <i>Sketch / Describe the details of the ideas generated</i>			
<b>Step 5. Impact of improvement</b> <i>Give a brief explanation about what the new condition looks like with chosen idea in place</i>			
<b>Step 6. Agreement to Proceed</b>			
<b>X/RED</b> shift GL		<b>Y/BLUE</b> shift GL	
		<b>Z/GREEN</b> shift GL	
			<b>WHITE</b> shift GL