

Quick Step / KAIZEN Process

Presented by:

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Company

Date

Section 1: What Does QuickStep Mean?

- Continuous Improvement
- Rapid Change with Immediate Results
- Teamwork – Solving Problems Together
- Training – What Needs to be Done?
- Action – Just Do It!
- Follow-Up – Are the Results What we Expected?
- Repeating the Cycle Continuously

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Section 1: What are Some Specific Examples of QuickStepping?

- Process Flow Analysis – Line Balancing TAKT Time vs. Cycle Time
- Implementing Visual Control / Visual Factory Techniques
- Working Toward a Production on Demand for Materials
- Implementing Quickchange Tooling and Fixturing
- Developing Mistake Proofing Devices – Poke Yoke
- TFM Machine Lubrication Visual Controlled
- ANY AREA WHERE IMPROVEMENT CAN BE MADE!

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Section 3: How does the Process Work?

- Select the type of QuickStep
- Pull Team Together
- Training on what the QuickStep will consist of and how to do it
- Establish QuickStep goals
- Perform the QuickStep – Go Out and Do It!
- Document Before / After Improvements
- Establish Follow-up Items
- Presentation to Management of Quickstep Results
- Monitor and Repeat Process as Needed

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Section 4: The Basis for QuickStep

- Reduced Costs
- Improved Quality
- Increased Productivity
- Improved Delivery Performance to the Customer
- Increased Competitiveness in the Marketplace
- Quick and Creative is Better than Slow and Elegant

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