

KAIZEN AUDIT FORM

KAIZEN PROJECT NAME			
DATE OF AUDIT	AUDTOR		AUDITEE(S)
SCOPE OF AUDIT			
NAME OF PROCESS		NAME OF PRODUCT	
AUDIT AGENDA	C	NC	OBERVATIONS
PROCESS STABILITY			
DOCUMENTATION			
NEW PROCESS DEVELOPMENT			
TEAM TRAINING & EVALUATION			
% OF KAIZEN IMPEMETION IN WORK FLOW			
KAIZEN EFFECTIVENESS & IMPEMENTION			
KAIZEN EFFECTIVE USED OF RESOURCES			
KAIZEN REWORK / MANPOWER / RESOURCES / COST REPORT & ANALYSIS			
KAIZEN BOARD – PROGRESS REPORT RESULT & UPDATION			
AUDIT NOTE			
CANCLUSION			RESULTS
AUDITOR SIGNATURE		AUDITEE (S) - SIGNATURE	

* C = Compliance | NC = Non compliance