



Kaizen Certification

Introduction

These open source standards represent the minimum required standards for credentialing the above-named process improvement methodology. To comply with *Process Improvement Credentialing Standards*, organizations must conduct testing which covers all body of knowledge elements below. Organizations must also comply with *Process Improvement Credentialing Standards* 15-point organization standard v 0.1.115 or higher. Elements do not necessarily need to be presented in the order shown below. Trainers and organizations are encouraged to teach additional information above and beyond these standards at each level.

Body of Knowledge

1. Kaizen
 - 1.1. What is Kaizen
 - 1.2. Eliminates waste
 - 1.3. Non Value Adding Activities
 - 1.4. Define a Kaizen project
2. Kaizen History
 - 2.1. Learn the history of Kaizen
3. Future State
 - 3.1. Define future state
 - 3.2. Define current state
 - 3.3. Undertaking a workshop
4. Plan-Do-Check-Act (PDCA)
 - 4.1. History
 - 4.2. Lean operating model

5. Kaizen Versus Other Improvement Methodologies

5.1. Lean

5.1.1. As a term in manufacturing or production improvement methodology

5.1.2. As a term for broad-based customer focus

5.1.3. Kaizen events are based on lean principles

5.2. Six Sigma

5.3. Framework for improvement of processes

6. Kaizen Characteristics

6.1. Characteristics of a Kaizen project

6.2. How it is structured

7. Lean Process Management

7.1. Lean reviews

7.2. Corporate strategy

7.3. Long term vision

7.4. Balanced scorecard reports

8. Lean Industries

8.1. Different industries using Lean and Kaizen principles

9. Lean Analysis Tools

9.1. General overview of the tools used during a Kaizen project

9.2. Critical Path Analysis

9.3. TIMWOOD

9.4. Kanban

9.5. Just in Time (JiT)

9.6. Push & Pull

9.7. 5S

9.8. Cause & Effect

9.9. Poka Yoke

10. Kaizen Events (Kaizen Project)

- 10.1. Major components
- 10.2. Subcomponents

11. Forming the Kaizen Team

- 11.1. Member of the executive team
- 11.2. Organizational support
- 11.3. Alignment with the strategic goals
- 11.4. Key members
- 11.5. How they are selected

12. Event Kickoff

- 12.1. Build the energy for the event
- 12.2. What the event kickoff is used for
- 12.3. Record the Current-state

13. Value Stream

- 13.1. Activities that provide the customer with value in delivering their product
- 13.2. Understand a Value Stream
- 13.3. Value Stream Mapping

14. Three Forms of Waste

- 14.1. Mura
- 14.2. Muri
- 14.3. Muda

15. The Seven Elements of Waste

- 15.1. Overproduction
- 15.2. Inventory
- 15.3. Defects
- 15.4. Over-processing
- 15.5. Waiting
- 15.6. Motion
- 15.7. Transportation

16. Performing Root Cause Analysis

- 16.1. Root causes of problems
- 16.2. Understand Root Cause Analysis

17. Prioritizing Improvements

- 17.1. Develop possible solutions
- 17.2. Prioritization and/or scoring matrix