

inSis Kaizen

**CONSISTENT AND
CONTINUOUS IMPROVEMENT**



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What Is Kaizen?

Kaizen (Japanese for continuous improvement) involves every employee working together to make small, ongoing improvements.

Instead of dramatic overhauls, Kaizen focuses on gradually refining processes — yielding big, sustainable results over time.

This approach helps organizations foster a culture of collaboration, adaptability, and operational excellence.

Key Principles of Kaizen

-  Continuous Improvement — Small changes every day lead to big results.
-  Elimination of Waste — Identify and remove non-value-adding activities.
-  Standardize Best Practices — What works well becomes the new standard.
-  Employee Empowerment — Everyone is encouraged to suggest improvements.
-  Customer Focus — Improve quality, delivery, and service for the end-user.

How inSis Kaizen Supports Continuous Improvement

- ✅ **Capturing Employee Suggestions:** Allows employees at all levels to easily submit improvement ideas in a structured format.
- 🔄 **Tracking Progress:** Monitors the lifecycle of each idea—from submission to approval and implementation—ensuring nothing is missed.
- 👥 **Promoting Team Collaboration:** Encourages teamwork by allowing multiple departments to collaborate on ideas.
- 📊 **Real-Time Dashboards:** Offers dashboards and reports to track idea trends, performance improvements, and approval timelines.
- ✔️ **Workflow Automation:** Automates approval processes and alerts, speeding up execution.
- 🔒 **Data Security and History:** Maintains a history of all implemented ideas for reference, audits, and learning.
- 🎯 **Focus on Business Goals:** Aligns suggestions with operational and strategic business targets.
- 🚀 **Boosting Productivity & Morale:** Increases employee engagement and motivation by recognizing valuable contributions.

Benefits Of Kaizen

Efficiency

Streamlined processes and waste reduction enhance operational effectiveness.

Quality Enhancement

Continuous review and improvement lead to higher product and service standards.

Safety Improvement

Identifying and eliminating safety risks ensures a secure workplace.

Innovation Support

Cultivating a culture of innovation and adaptability to change.



Employee Involvement

Empowered workers contribute ideas and take ownership of improvements.

Cost Reduction

Eliminating waste reduces overall operational expenses.











Teamwork Promotion

Collaborative problem-solving fosters communication across departments.

Problem Solving

Quick identification and resolution of issues enhance operational agility.

Solution Key Features

-  **Idea Submission Portal** — Easily submit improvement ideas anytime, from any department.
-  **Approval Workflow Management** — Multi-level approval with automated notifications and complete transparency.
-  **Category-Based Idea Sorting** — Sort suggestions by safety, quality, cost saving, energy, and more.
-  **Dashboard & Analytics** — Real-time metrics to track approval rates, implementation, and performance.
-  **Suggestion Lifecycle Tracking** — Monitor each idea's progress from submission to implementation.
-  **Knowledge Repository** — Store implemented ideas for future reference and continued innovation.
-  **Notifications & Alerts** — Stay updated with email and in-app alerts when action is needed.
-  **Document Attachments** — Provide additional details by attaching images, PDFs, or other documents.
-  **Role-Based Access** — Control visibility and permissions by role (Admin, Reviewer, Submitter).
-  **Reports & Export** — Generate custom reports (PDF, Excel) for reviews, department-wise analysis, and more.

Kaizen Workflow



From the **Initial team** to **final approval**, the respective teams can **send the proposal back for further review** or **reject it**. The **Coordinator** must address any comments or modifications and then **resubmit it for approval** if applicable.

inSis Kaizen Suggestion Form

A suggestion is an improvement idea submitted by employees to enhance processes, efficiency, quality, or productivity within the organization. It aligns with the Kaizen principle of continuous improvement.

Suggestion Form

Suggestion Category

Quality Improvement

Unit*

ABC Oil Company

Payroll No

JTR099

Name / Idea by

Admin

Plant

Process Team

Suggestion to be implemented at Plant*

Mumbai Refinery

Equipment Tag No.

Pump2

Equipment Owner Name

Prasanna

Theme

Lubrication System Optimization

Problem / Present status

The pump PU-MB-101 frequently overheats due to delayed manual lubrication, causing increased wear and unplanned downtime.

Benchmark value

200

16 Major Losses

Equipment Failures

Type of Fugual

Process Abnormalities

Suggestion / Idea

Install an automatic lubrication unit with sensor-based monitoring to ensure consistent oiling and prevent overheating. Integrate system with alert-based SCADA to notify in case of malfunction


Target value

1000

Before Photo (jpeg, jpg, png, gif, bmp, ico)

Select Files...

Industrial-equipment-detail-new-blue-260m.jpg
File(s) uploaded successfully.




Describe Before Photo

Pump 2

Attachment

Select Files...

inSisKaizen.png
File(s) uploaded successfully.



Save

Exit

inSis Kaizen coordinator Form

- The Coordinator Review is the initial assessment phase in the Kaizen process, where a submitted suggestion is evaluated for feasibility, relevance, and alignment with Kaizen principles.
- If the suggestion is deemed feasible, it moves to the next stage for further evaluation. However, if it is found not feasible, it will be marked accordingly and will not proceed further in the process.

Coordinator Section

Feasible vs Non-Feasible Flow

FeasibleNon-Feasible

Comment*

Automating the lubrication system will improve equipment reliability and reduce the risk of overheating due to inconsistent oiling.

Coordinator Suggestion / Idea

Install an automatic lubrication unit with sensor-based monitoring to ensure consistent oiling and prevent overheating. Integrate system with alert-based SCADA to notify in case of malfunction

Problem Phenomena

Manual lubrication results in inconsistent oiling, leading to equipment overheating and unplanned downtime.

Why 1

Why is equipment overheating?

Why 2

Why is lubrication inconsistent?

Why 3

Why is manual lubrication skipped or done improperly?

Why 4

Why is there human error in lubrication?

Why 5

Why is there no alert system?

Root Cause

Machine (Equipment Issues)Department for suggestion implementation*Production123

3D

Dirty3MMuda

Pillars

☒ KK☒ JH☒ QM☐ PM☐ SHE☐ OTPM☒ EM☒ EandT

KK Options:

Continuous Process Improvement

JH Options:

OperatorLed Maintenance

QM Options:

Defect Prevention

EM Options:

Innovation & R&D

EandT Options:

Skill Development

Counter measure

Install an automatic lubrication system with sensor-based monitoring and integrate with SCADA alerts to ensure timely oiling and failure notification.

Result Area

☒ S☒ Q☐ P☐ C☐ D☐ M☐ E

Safety

Quality

Types Of Kaizen

Point Kaizen

Is this a horizontal deployment suggestion?

Yes

Need MOC

Yes

Benefits Potential (Rs. in Lacs/annum)

0.0000000

Execution team required

Production

Need ShutDown

Yes

Target Date for implementation

13-06-2025

Expected Investment (Rs in Lacs)

0.0000000

CloseReview Completed

inSis Kaizen Proposal Sheet

A Kaizen Proposal is a structured document that formally presents an improvement idea, outlining essential components such as the problem statement, root cause analysis, proposed solution, expected benefits, and implementation plan.

Coordinator Section for Kaizen Sheet Preparation

Date of Implementation

14-06-2025

Select files...


✓ Done

Process-pump-blog-banner.jpg

File(s) uploaded successfully.

×

After Photo (.jpeg,.jpg,.png,.gif,.bmp,.ico)



Describe After Photo

Pump2

Benefits - Potential (Rs. in Lacs/annum)

10.5000000

Actual Investment (Rs in Lacs)

5.0000000

Visual Display to Visual Control

Yes

Horizontal Deployment

Yes

Horizontal Deployment Units

ABC Oil Company

Select Sheets

☒ 3D Sheet ☒ Poka - Yoke ☒ MP Sheet

Select department for the MP sheet

Production123

MOC no.

2

After Attachment

Select files...

Drop files here to upload

Benefits - Calculation

1Lakh

Execution Members

4

Horizontal Deployment Plants



Mumbai Refinery

Save and Send for Approval

Go To Viewer

Kaizen Review Sheet

The Initial Review is a structured evaluation process conducted by the designated team to assess the feasibility, effectiveness, and overall impact of a proposed Kaizen improvement

Utkarsh Team Review Pending		KAIZEN SHEET					InSis suite			
Reg. No : ABC Oil Company/Jun-25/11	Pillars	KK	JH	QM	PM	SHE	OTPM	EM	E & T	
Type of Suggestion : Quality Improvement	Loss No./ Step	1	3	6				1	1	
Unit : ABC Oil Company	Result Area	S	Q	P	C	D	M	E		
Plant : Mumbai Refinery	Equipment Tag No. : Pump2	Equipment Owner : Prasanna								
Kaizen theme : Lubrication System Optimization Moc No : 2	Kaizen Idea : Install an automatic lubrication unit with sensor-based monitoring to ensure consistent oiling and prevent overheating. Integrate system with alert-based SCADA to notify in case of malfunction				Countermeasure : Install an automatic lubrication system with sensor-based monitoring and integrate with SCADA alerts to ensure timely oiling and failure notification.					
Kaizen Start : 13-06-2025	Benchmark : 200				Idea By : Admin					
Kaizen Finish : 14-06-2025	Target : 1000				Executed By : 4					
Problem / Present Status : The pump PU-MB-101 frequently overheats due to delayed manual lubrication, causing increased wear and unplanned downtime.	Before : 				After : 					
	Pump 2				Pump2					
Analysis (Why-why-analysis)	Result Area	Specific Result			Benefits					
Problem Phenomena : Manual lubrication results in inconsistent oiling, leading to equipment overheating and unplanned downtime.	S	Safety			Actual Investment (Rs in Lacs) 5					
Why 1 : Why is equipment overheating?	Q	Quality			Benefits Potential (Rs. in Lacs/annum) 10.5					
Why 2 : Why is lubrication inconsistent?	P				Benefits Calculation 1Lakh					
Why 3 : Why is manual lubrication skipped or done improperly?	C									
Why 4 : Why is there human error in lubrication?	D									
Why 5 : Why is there no alert system?	M									
Root Cause : Machine (Equipment Issues)	E									
	Types of Kaizen	3M			3D					
	RESTORATIVE	MUDA			DIRTY					
	RENOVATIVE	MURA			DANGEROUS					
	INNOVATIVE	MURI			DIFFICULT					
	BREAKTHROUGH									
Scope for Horizontal Deployment	Yes									
Location & Plant	ABC Oil Company: Mumbai Refinery									
Kaizen Sheet Prepared By	V23COORDINATOR									
Reviewed by Utkarsh team	No									
Utkarsh Team Approver Name					Executed on :					
Utkarsh Team Comment										
Approver Position	Reviewer 1			Reviewer 2			Approver			
Designation	SECTION INCHARGE			PILLAR CHAIRMAN			UNIT HEAD			
Approver Name										
Status										
Executed on										
Comment										
F/TPM/TPM.GP-022	Revision no.01				Review Date : 01/09/2023					
Download Kaizen sheet										
View / Edit Selected sheet information Review and Submit for Approval Approve Send Back Reject										
Go to Editor										

inSis Kaizen Editor Form

Opens the Editor Form where users can select sheet types like 3D Sheet, Poka-Yoke, or MP Sheet based on the Kaizen proposal.

Kaizen Start	21-04-2025
Kaizen Finish	
Idea By	
Executed By	
Scope & Plan for Horizontal Deployment	
Location	
Kaizen Sheet Prepared By	
Approved by Utkarsh team	
Utkarsh Team Approver Name	
Utkarsh Team Comment	
Approver Position	Approver
Designation	UNIT HEAD
Approver Name	
Status	
Executed on	
Comment	

F/TPM/TPM.GP-022

Revision no.01


Review Date : 01/09/2023

[Download Kaizen sheet](#)

[View / Edit Selected sheet information](#)
[Review and Submit for Approval](#)
[Approve](#)
[Send Back](#)
[Reject](#)



inSis Kaizen 3D Sheet

A 3D Sheet (Defect, Detection, and Decision) is a structured document used in process improvement to identify, analyse, and implement corrective actions for defects.

Reviewer 1 Pending		3D SHEET		inSis suite	
Reg.No. : ABC Oil Company/Jun-25/11		Unit : ABC Oil Company		Plant : Mumbai Refinery	
MOC No. : 2		Equipment Tag No.		Pump2	
Result Area		Equipment Owner Name		Prasanna	
THEME : Lubrication System Optimization		Start Date		13-06-2025	
		Finish Date		14-06-2025	
		Idea By		Admin	
		Executed by		4	
3D ACTIVITY		VISUAL DISPLAY to VISUAL CONTROL		YES NO	
DIRTY DANGEROUS DIFFICULT					
BEFORE		AFTER			
 <p>shutterstock.com - 2438027457</p>					
Benchmark value : 200		Countermeasure : Install an automatic lubrication system with sensor-based monitoring and integrate with SCADA alerts to ensure timely oiling and failure notification.			
PROBLEM The pump PU-MB-101 frequently overheats due to delayed manual lubrication, causing increased wear and unplanned downtime.		BENEFIT Safety			
Approver Position		Reviewer 1		Reviewer 2	
Designation		SECTION INCHARGE		PILLAR CHAIRMAN	
Approver Name				UNIT HEAD	
Status					
Comment					
F/TPM/TPM.GP-037		Revision no.01		Review Date : 01/02/2023	



inSis Kaizen MP Sheet

An MP Sheet (Manufacturing Process Sheet) is a standardized document detailing step-by-step process execution for manufacturing or operational activities. It ensures consistency, compliance, and efficiency in production workflows.

Reviewer 1 Pending		IFC		MP Sheet		inSis suite			
Reg. No.: ABC Oil Company/Jun-25/11		Unit: ABC Oil Company		Plant: Mumbai Refinery		Department: Production123			
Date of preparation: 14-06-2025		Improvement Theme: Lubrication System Optimization							
Prepared by: V23COORDINATOR									
Equipment Tag No.: Pump2		Problem: The pump PU-MB-101 frequently overheats due to delayed manual lubrication, causing increased wear and unplanned downtime.							
Cause: Machine (Equipment Issues)		Target of Improvement				Previous value: 6 breakdowns/month			
		Cycle Time Reduction							
		First-Pass Yield Improvement				Target value: 2 breakdowns/month			
Effect [Cost estimation]: 500000		Standardization for maintenance work							
		Change: Change							
Total amount: 10.5		Effective amount reported: 0							
		Other: NA							
		Horizontal Deployment: NA							
Current Status		Proposed Improvement							
									
shutterstock.com - 2438027457									
Proposed Improvement Description: Install automatic lubrication system + SCADA integration		Result Area		Specific Result					
		S		Safety					
		Q		Quality					
		P							
		C							
		D							
		M							
		E							
A.Necessity		B.Classification		C.Cause		D.Target		E.Standardization	
Productivity Increase		Temporary vs. Permanent Solutions		Direct Causes		Lead Time Reduction		Safety Standardization	
Quality Enhancement		Corrective vs. Preventive Action		Indirect Causes		Defect Reduction			
Employee Engagement		Individual vs. Team-Based Kaizen		Systemic Issues		Cost Optimization			
Opinion: Effective and measurable improvement									
Approver Position		Reviewer 1		Reviewer 2		Approver			
Designation		SECTION INCHARGE		PILLAR CHAIRMAN		UNIT HEAD			
Approver Name									
Status									
Comment									
F/TPM/TPM.GP-024		Revision no.01		Review Date: 01/09/2023					

inSis Kaizen Poka-yoke Sheet


A Poka-Yoke Sheet is used to document error-proofing mechanisms in a process. Poka-Yoke (a Japanese term for “mistake-proofing”) aims to eliminate human errors in manufacturing or service operations.


Reviewer 1 Pending		Poka Yoke Sheet		inSis suite	
Reg.No. : ABC Oil Company/Jun-25/11		Unit : ABC Oil Company		Plant : Mumbai Refinery	
CLASSIFICATION		PROBLEM URGENCY			
		FREQUENCY	PROCESS IMPACT	CUSTOMER IMPACT	PRODUCT
		1	2	3	1
		RATE : 6			
PROCESS	Lube Oil Circulation System	CONTROL FUNCTION			
PROBLEM	Manual lubrication results in inconsistent oiling, leading to equipment overheating and unplanned downtime.	- POKA-YOKE SIMPLIFY			
SUGGESTION	Install an automatic lubrication system with sensor-based monitoring and integrate with SCADA alerts to ensure timely oiling and failure notification.	STATE			
PRODUCT	Pump PU-MB-101	A D J U S T M E N T			
PARTS	Bearing Assembly, Lubrication Line	S E T T I N G			
STAGE	Preventive Maintenance Stage	W A R N			
DESCRIPTION OF PROBLEM : The pump PU-MB-101 frequently overheats due to delayed manual lubrication, causing increased wear and unplanned downtime.		S H U T D O W N			
		C O N T R O L			
		T O O L S / E Q U I P			
		P R O C E S S			
		P R O D U C T			
		COMPLEXITY			
		PREVENT MISTAKES			
		DETECT MISTAKES			
		DETECT DEFECTS			
		VARIATION			
BEFORE :		AFTER :			
					
shutterstock.com : 2438027457					
PROBLEM : The pump PU-MB-101 frequently overheats due to delayed manual lubrication, causing increased wear and unplanned downtime.		BENEFIT :			
		Result Area		Specific Result	
		S		Safety	
		Q		Quality	
		P			
		C			
		D			
		M			
		E			
Approver Position	Reviewer 1	Reviewer 2		Approver	
Designation	SECTION INCHARGE	PILLAR CHAIRMAN		UNIT HEAD	
Approver Name					
Status					
Comment					
FTPM/TPM-GP-038		Revision no.00		Review Date : 12/02/2022	

inSis Kaizen – Email Notifications

Automating emails and notifications ensures suggestions are reviewed and acted on quickly. This saves time, improves communication, and keeps the process clear and efficient.

Poka Yoke Sheet Updated Successfully (Registered Number: Taloja/May-25/5) - Sent for the Section Incharge Review



Poka...12-00-05.pdf

PE


Prasanna Kumar Eduru

To:

Yerni Kumari Katapalli

Cc:

Panchangula Lakshmi Kavya Sri; Prasanna Kumar Eduru

Poka Yoke Sheet_2025-05-16...








12 KB

Dear Sir/Madam

Poka Yoke sheet saved successfully in Taloja. Below are the details:

Registered Number	Taloja/May-25/5
Created By	V23COORDINATOR
Suggestion to be implemented at Plant	V23 Sulphonation
Department for suggestion implementation	Conversion

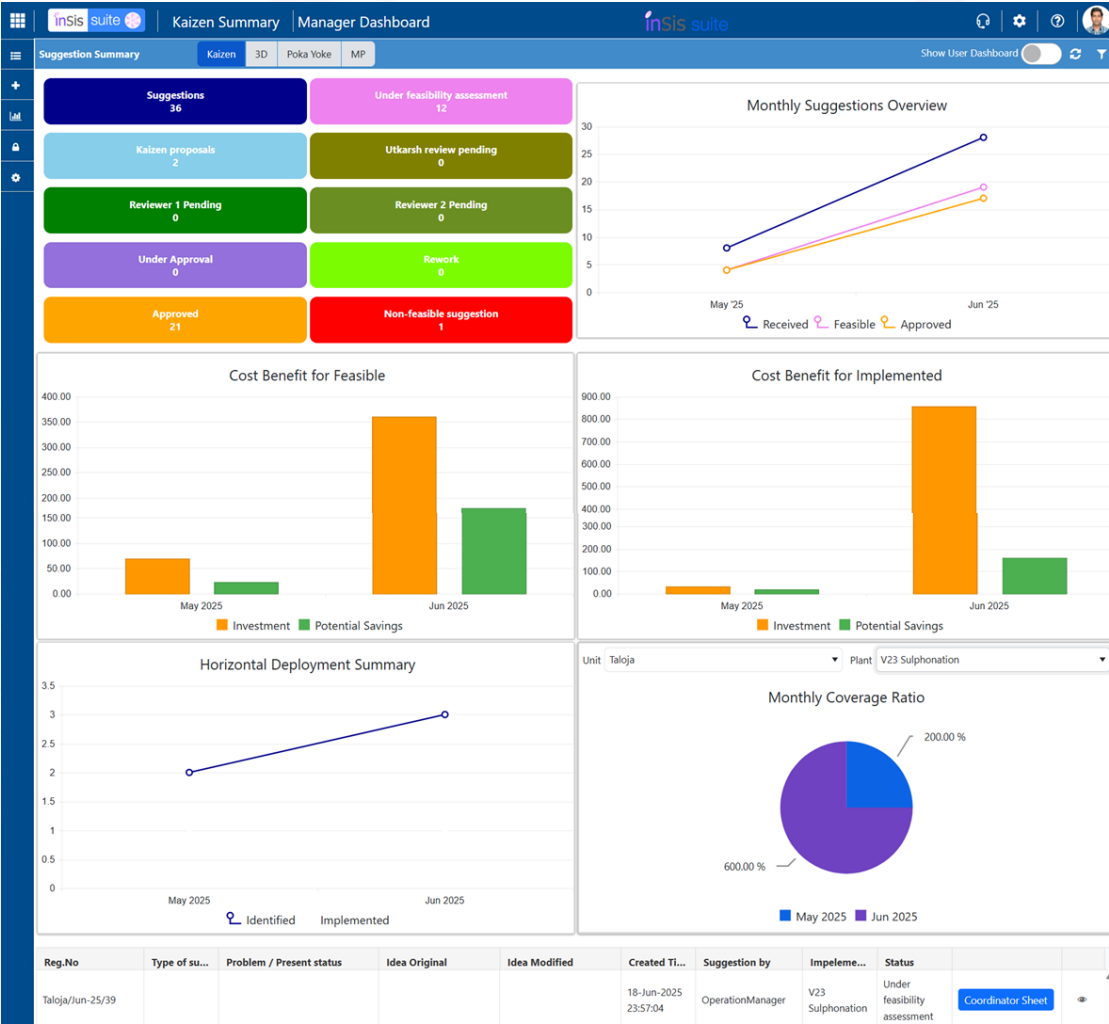
To access the resource online, please click [here](#).



Fri 5/16/2025 12:00 PM

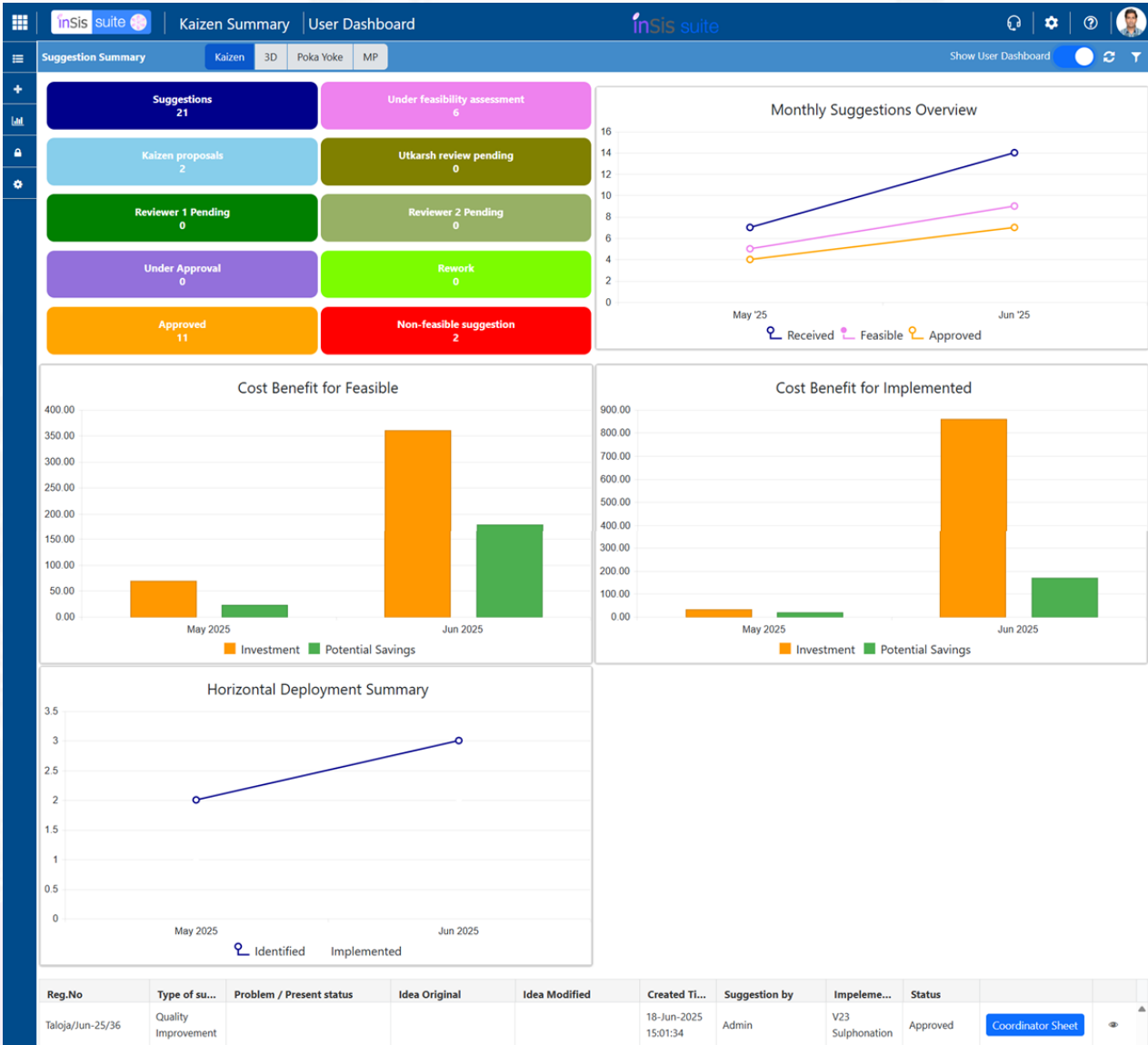
inSis Kaizen Manager Overview Dashboard

The Manager Dashboard in inSis Suite provides an overview of all user suggestions and allows the manager to take necessary actions in the Kaizen Summary process.



inSis Kaizen User Overview Dashboard

The **User Dashboard** provides an overview of the suggestion process, displaying key metrics and statuses.



A background image of an industrial cityscape at sunset. In the foreground, there are large industrial structures, including tall smokestacks and complex piping, illuminated by artificial lights. In the background, a city skyline with various skyscrapers is visible against a sky transitioning from orange to blue. A large, diagonal purple graphic element cuts across the right side of the image, serving as a backdrop for the text and logos.

Thank You



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