Jaaji Technologies

Sophistication with Simplicity

inSis Kaizen

CONSISTENT AND CONTINOUS IMPROVEMENT

Solution Overview

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1. Solution Overview - Kaizen-Driven Approach

At the core of our proposed solution lies the Kaizen philosophy — a Japanese concept that emphasizes **continuous, incremental improvement** across all levels of an organization. Rather than implementing disruptive overhauls, our approach focuses on **refining processes gradually**, enabling long-term operational excellence and adaptability.

Our solution has been designed to embed Kaizen principles into both the implementation and lifecycle support phases. This ensures that the system evolves with the client's changing needs while fostering a collaborative and improvement-oriented culture across departments.

1.1 Key Kaizen Principles

- **Continuous Improvement:** The system is designed to support iterative enhancements by incorporating feedback loops, system analytics, and change-tracking mechanisms. This enables stakeholders to implement small but impactful adjustments over time.
- **Elimination of Waste:** By streamlining workflows and eliminating non-value-adding activities, the solution ensures improved efficiency and optimized resource utilization. Automated data flows, exception handling, and intelligent alerts are incorporated to reduce manual interventions.
- **Standardization of Best Practices:** Proven methodologies, templates, and workflows are embedded into the solution to promote uniformity and ensure that best practices become standardized across teams and locations.
- **Employee Empowerment:** User-friendly dashboards and role-based access empower employees at all levels to engage with data, raise improvement suggestions, and participate in decision-making based on real-time insights.
- **Customer Focus:** The architecture and feature set are tailored to enhance quality, reliability, and responsiveness, ensuring better outcomes for the end-users and internal stakeholders alike.

By aligning the system architecture and delivery methodology with Kaizen principles, we provide not just a technical solution but a **framework for continuous operational excellence**.

1.2 inSis Kaizen Supports Continuous Improvement

The inSis Kaizen module is purpose-built to embed the philosophy of continuous improvement into the day-to-day operations of an organization. It empowers employees, streamlines idea management, and aligns improvements with business objectives.
Key features supporting this approach include:

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- **Capturing Employee Suggestions**
  Employees at all levels can easily submit improvement ideas through a structured interface, ensuring every voice is heard and recorded.
- **Tracking Idea Lifecycle**
  Each idea is tracked from submission through review, approval, and implementation. This ensures transparency and accountability, while also preventing ideas from being overlooked.
- **Promoting Cross-Functional Collaboration**
  The platform facilitates collaboration among departments, allowing teams to jointly evaluate, refine, and implement suggestions for maximum impact.
- **Real-Time Dashboards and Analytics**
  Dashboards offer insights into idea trends, approval rates, time-to-implementation, and measurable improvements, enabling data-driven decision-making.
- **Workflow Automation**
  Automated workflows for approvals, notifications, and escalations streamline the execution of ideas and reduce turnaround time.
- **Data Security and Historical Tracking**
  All ideas, including those implemented or archived, are securely stored with complete traceability—enabling audits, learning, and replication of successful practices.
- **Alignment with Business Goals**
  Improvement initiatives can be mapped to strategic objectives, ensuring that efforts are targeted and impactful.
- **Enhancing Productivity and Morale**
  By recognizing and acting on employee contributions, the system fosters a culture of ownership, engagement, and motivation.

1.3 Benefits of Kaizen – Delivered through inSis Kaizen Platform

The inSis Kaizen module is designed to deliver the core benefits of the Kaizen philosophy across technical and operational domains.

- **Efficiency**
  Streamlined processes and systematic waste elimination improve operational effectiveness and reduce delays.
- **Quality Enhancement**
  Ongoing review and refinement of activities result in higher service quality and compliance with standards.
- **Safety Improvement**
  By proactively identifying and mitigating risks, the platform contributes to a safer workplace environment.
- **Innovation Support**
  Encourages a culture of creativity and adaptability, enabling teams to respond to change with agility.

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- **Employee Involvement**

  Engages employees at all levels by allowing them to contribute ideas and take ownership of improvements.
- **Cost Reduction**

  Reduces operational expenses through waste elimination and resource optimization.
- **Teamwork Promotion**

  Facilitates cross-functional collaboration to address challenges and share solutions.
- **Problem Solving**

  Enables rapid identification and resolution of issues, improving decision-making and agility.

1.4 Solution Key Features

- **Idea Submission Portal:** A centralized, user-friendly portal allows employees from any department to submit suggestions at any time, ensuring inclusivity and openness.
- **Approval Workflow Management:** Supports multi-level review and approval workflows with automated notifications, ensuring timely decisions and full transparency.
- **Category-Based Idea Sorting:** Ideas can be categorized by theme—such as safety, quality, cost savings, energy efficiency, etc.—for focused evaluation and reporting.
- **Dashboard & Analytics:** Interactive dashboards provide real-time metrics on submission trends, approval rates, implementation timelines, and improvement impact.
- **Suggestion Lifecycle Tracking:** Tracks every idea from submission to implementation, ensuring accountability and structured follow-through.
- **Knowledge Repository:** Approved and implemented ideas are archived for future reference, benchmarking, and reuse—building an institutional knowledge base.
- **Notifications & Alerts:** Automated email and in-app alerts keep users updated on approval statuses, pending actions, and new submissions.
- **Document Attachments:** Users can upload supporting files such as images, PDFs, technical documents, or drawings to enrich their submissions.
- **Role-Based Access Control:** Ensures secure data handling and appropriate access by defining roles like Submitter, Reviewer, and Admin.
- **Reports & Export Tools:** Custom reports (PDF/Excel) can be generated for review meetings, audits, or department-wise analysis to measure progress and adoption.

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1.5 Kaizen Workflow Process

The inSis Kaizen platform follows a structured multi-stage workflow to evaluate and implement improvement suggestions effectively. This process ensures each idea is thoroughly assessed, collaboratively reviewed, and transparently approved.

a. **Feasibility Check**

   The initial assessment focuses on evaluating the practicality, relevance, and potential impact of the suggestion.

b. **Coordinator Review**

   A designated coordinator performs a detailed review to validate the suggestion and determine its readiness for proposal drafting.

c. **Kaizen Proposals**

   Suggestions deemed feasible are documented in the form of formal proposals for further consideration.

d. **Initial Review**

   The designated team conducts a structured review of the proposal to assess technical, operational, or business impact.

e. **Multi-Level Reviews**

   The proposal undergoes multiple layers of evaluation involving different reviewers from relevant departments or management levels.

f. **Final Approval**

   The last step involves final decision-making, where proposals are either approved for implementation, sent back for revisions, or rejected with remarks.

From the **Initial Review** to **Final Approval**, proposals may be returned at any stage for further clarification, revision, or rejection. The **Coordinator** is responsible for incorporating feedback and resubmitting the revised proposal for re-evaluation if required.

1.6 System Interface & User Screens

This section showcases actual screenshots from the inSis Kaizen platform, providing a visual understanding of the user journey and feature accessibility across various roles involved in the continuous improvement workflow.

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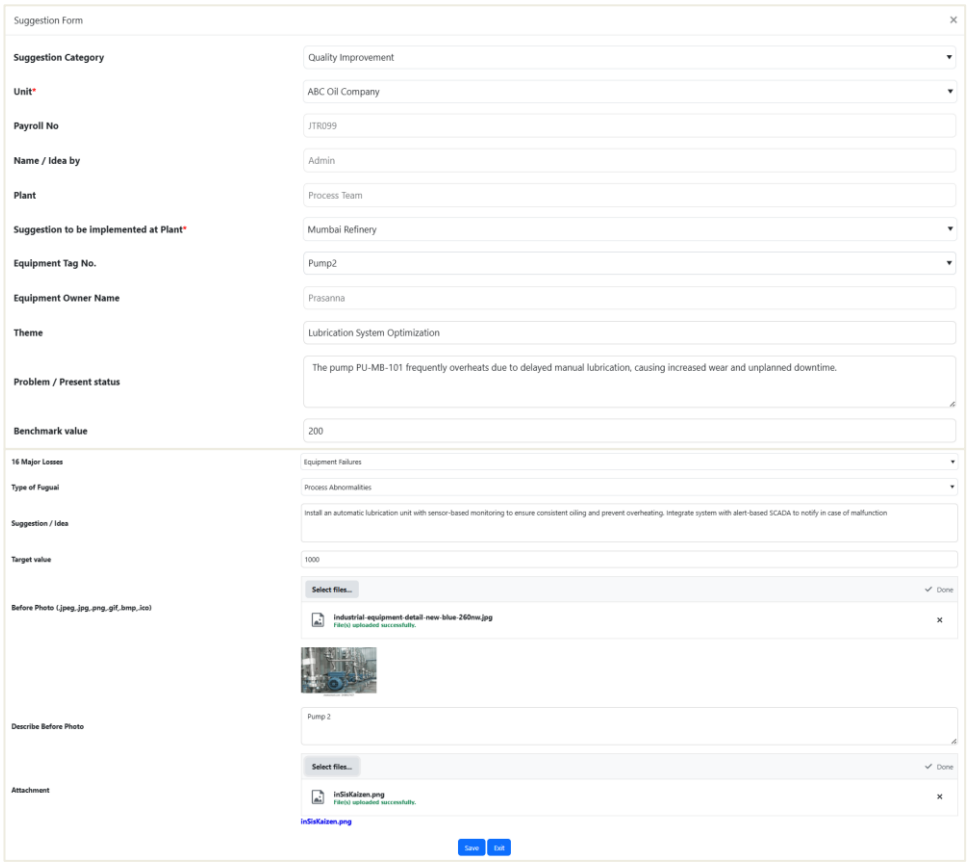
- **inSis Kaizen Suggestion Form** : A suggestion is an improvement idea submitted by employees to enhance processes, efficiency, quality, or productivity within the organization. It aligns with the Kaizen principle of continuous improvement.



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.

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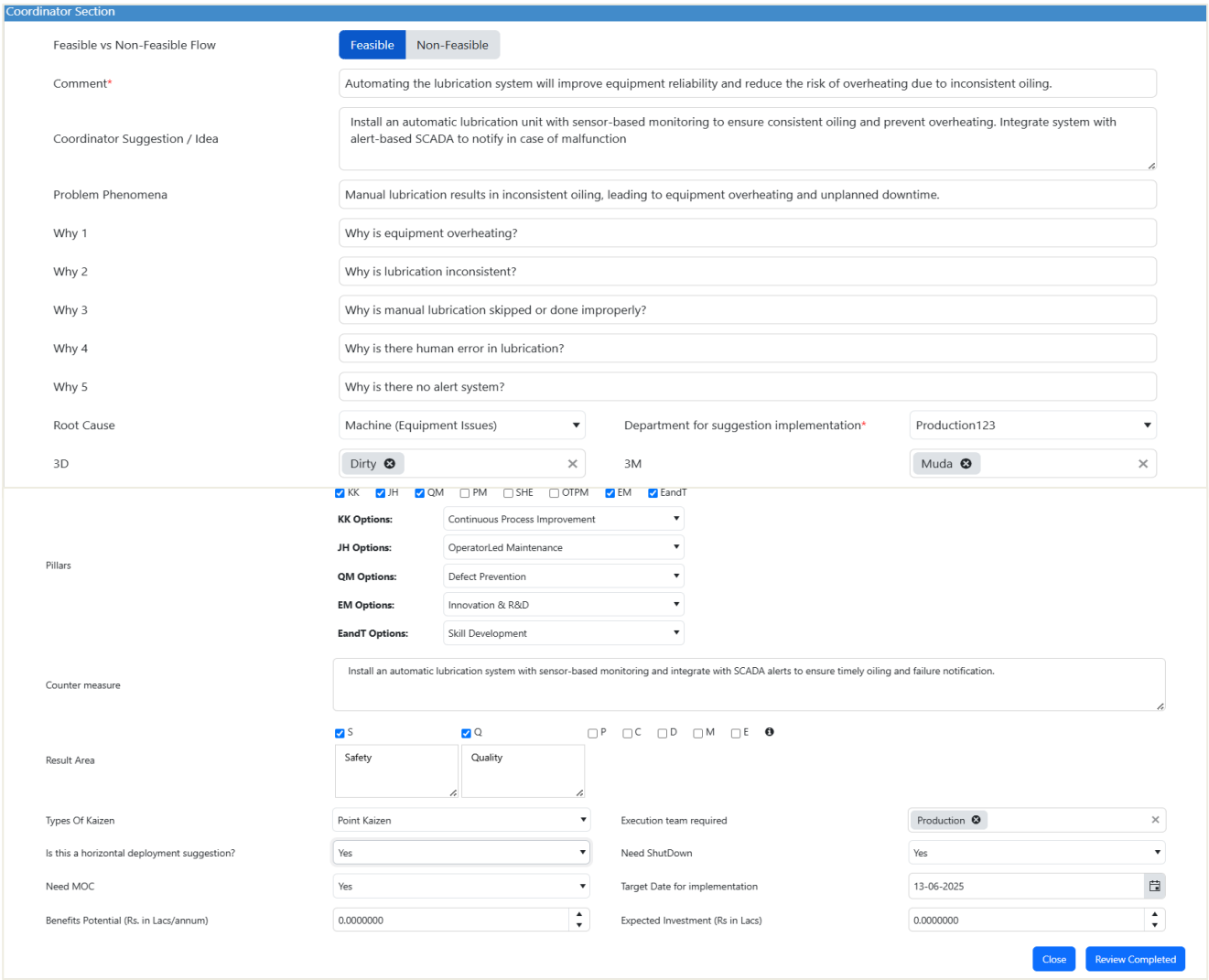

inSis Kaizen Proposal Sheet

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.

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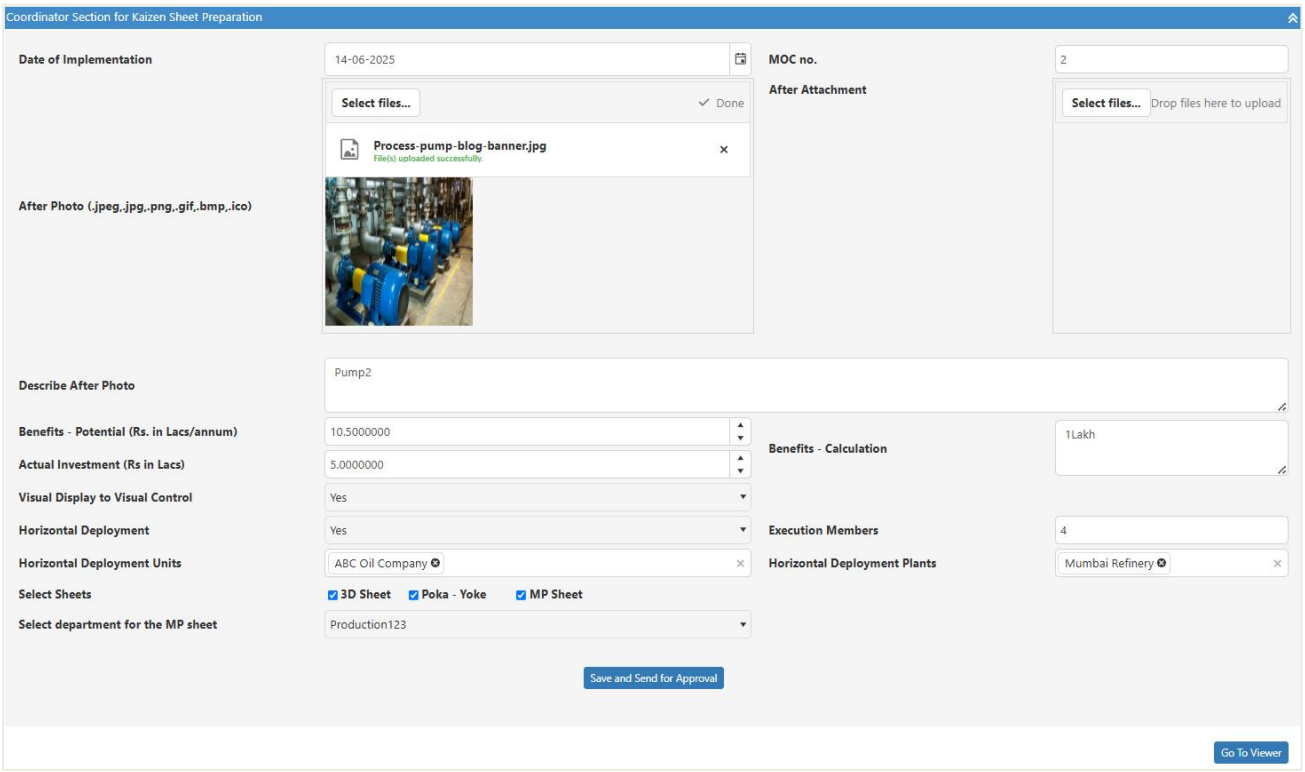

Kaizen Review Sheet

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

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Utkarsh Team Review Pending

KAIZEN SHEET

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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 :** Pump 2				**After :** Pump2				

Analysis (Why-why-analysis)	Result Area	Specific Result
Problem Phenomena : Manual lubrication results in inconsistent oiling, leading to equipment overheating and unplanned downtime.	S	Safety
	Q	Quality
Why 1 : Why is equipment overheating?	P	
Why 2 : Why is lubrication inconsistent?	C	
Why 3 : Why is manual lubrication skipped or done improperly?	D	
Why 4 : Why is there human error in lubrication?	M	
Why 5 : Why is there no alert system?	E	

Benefits	
Actual Investment (Rs in Lacs)	5
Benefits Potential (Rs. in Lacs/annum)	10.5
Benefits Calculation	1Lakh

Root Cause : Machine (Equipment Issues)	**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.

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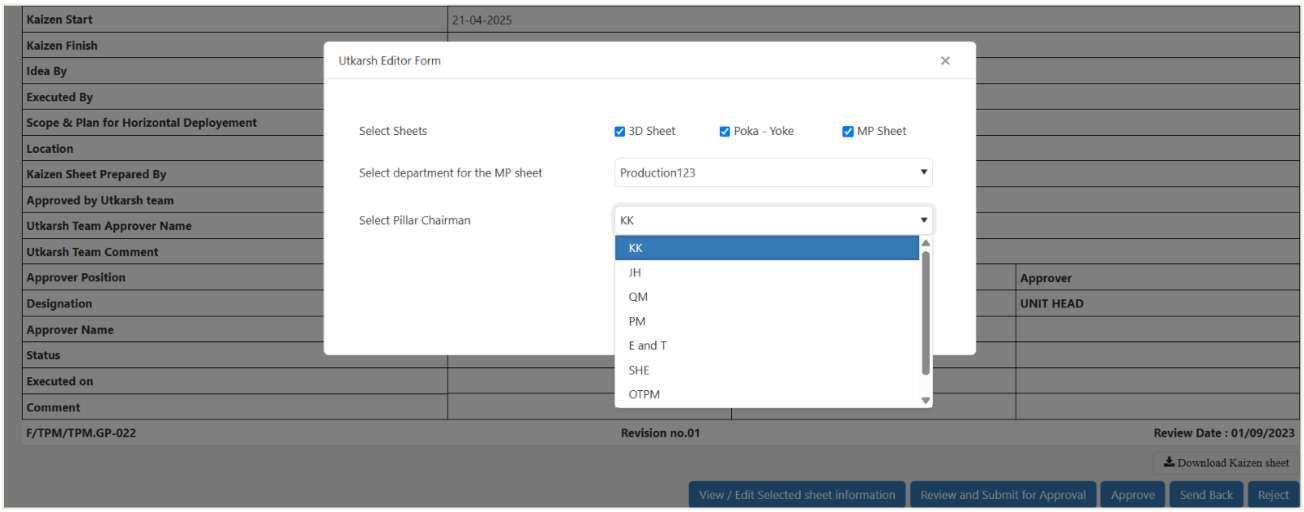
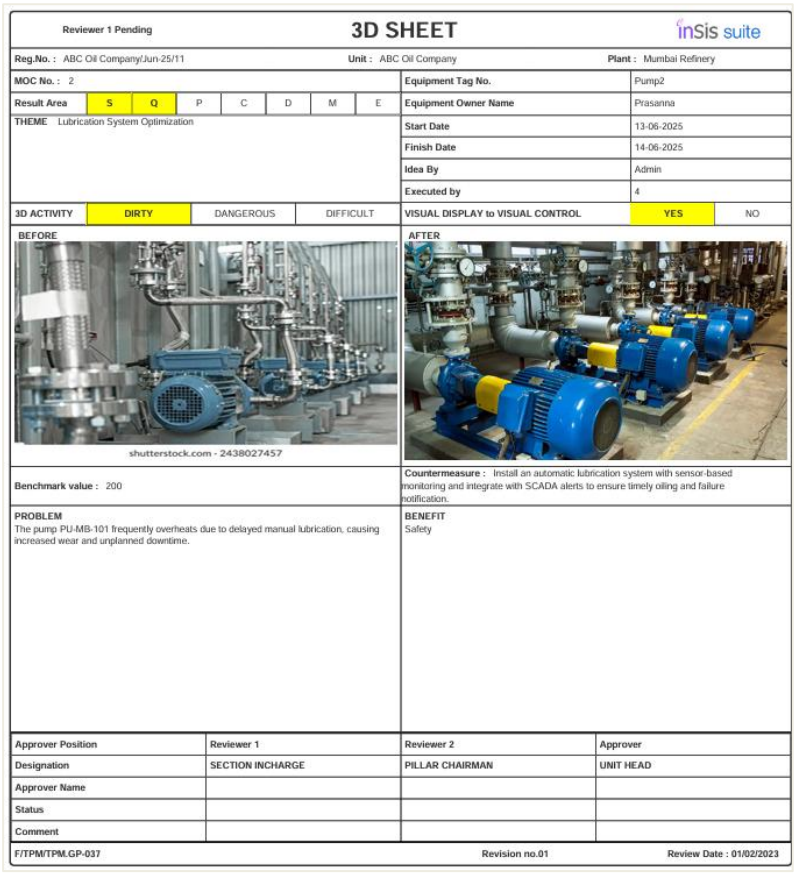


inSis Kaizen 3D Sheet

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



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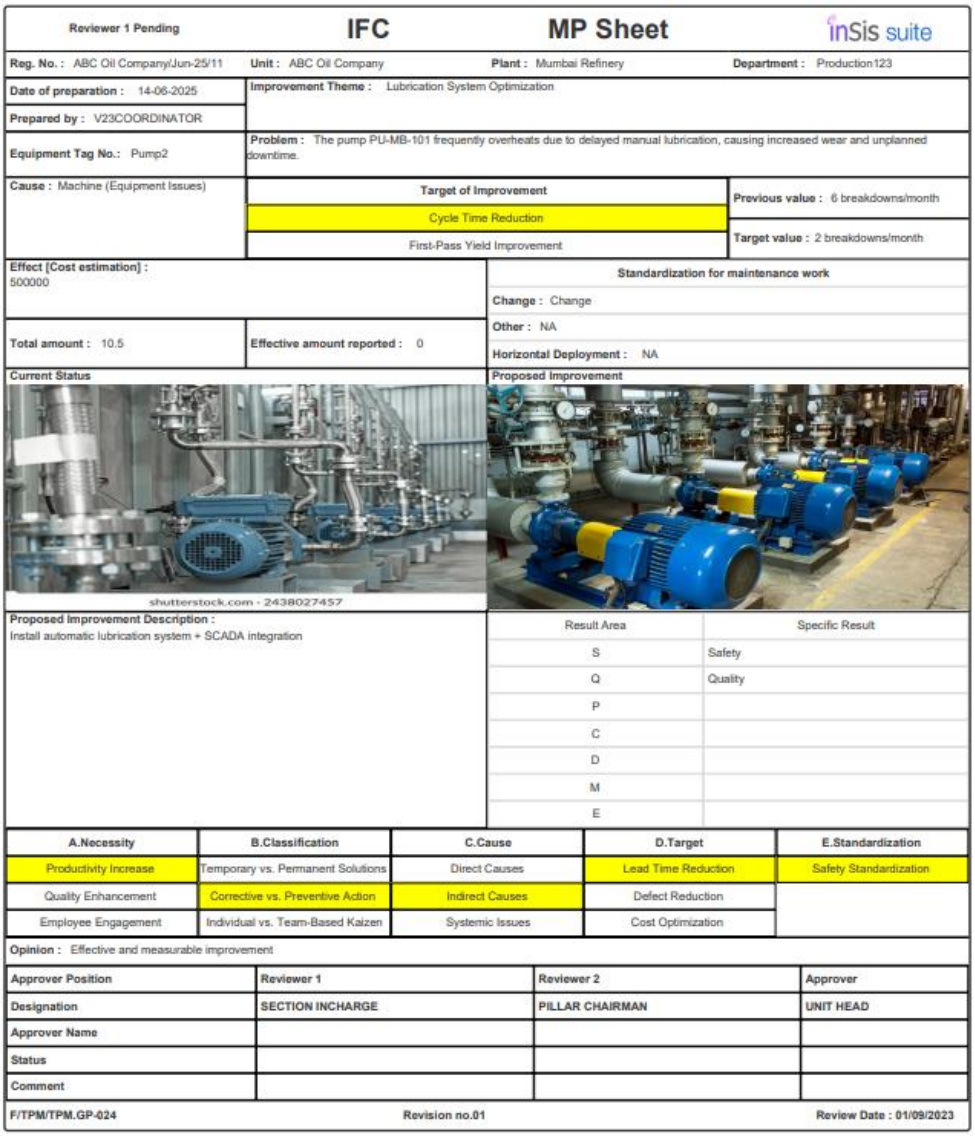
inSis Kaizen MP Sheet

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	Target value : 2 breakdowns/month	
	First-Pass Yield Improvement		
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

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.

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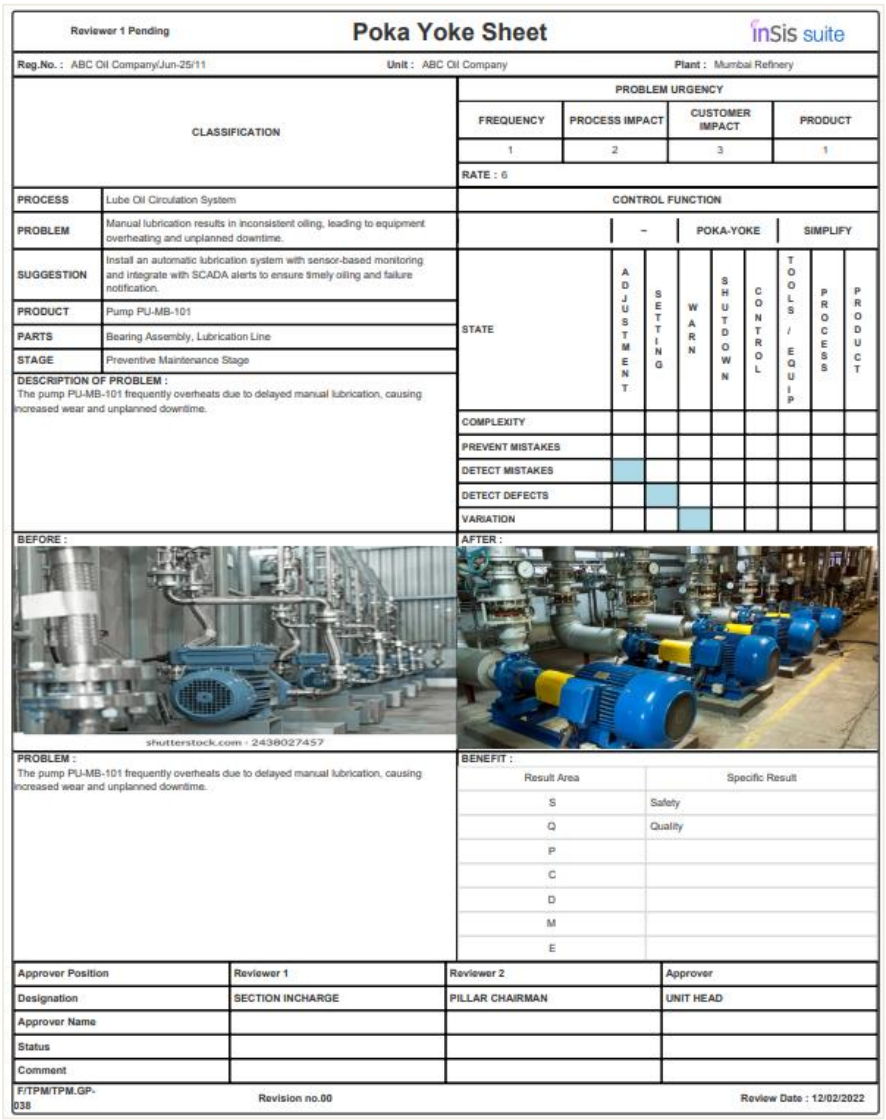

Reviewer 1 Pending

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
PROBLEM	Manual lubrication results in inconsistent oiling, leading to equipment overheating and unplanned downtime.
SUGGESTION	Install an automatic lubrication system with sensor-based monitoring and integrate with SCADA alerts to ensure timely oiling and failure notification.
PRODUCT	Pump PU-MB-101
PARTS	Bearing Assembly, Lubrication Line
STAGE	Preventive Maintenance Stage

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

CONTROL FUNCTION		–		POKA-YOKE			SIMPLIFY		
STATE		ADJUSTMENT	SETTING	WARN	SHUTDOWN	CONTROL	TOOLS / EQUIP	PROCESS	PRODUCT
	COMPLEXITY								
	PREVENT MISTAKES								
	DETECT MISTAKES								
	DETECT DEFECTS								
	VARIATION								

BEFORE :

AFTER :

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			

F/TPM/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.

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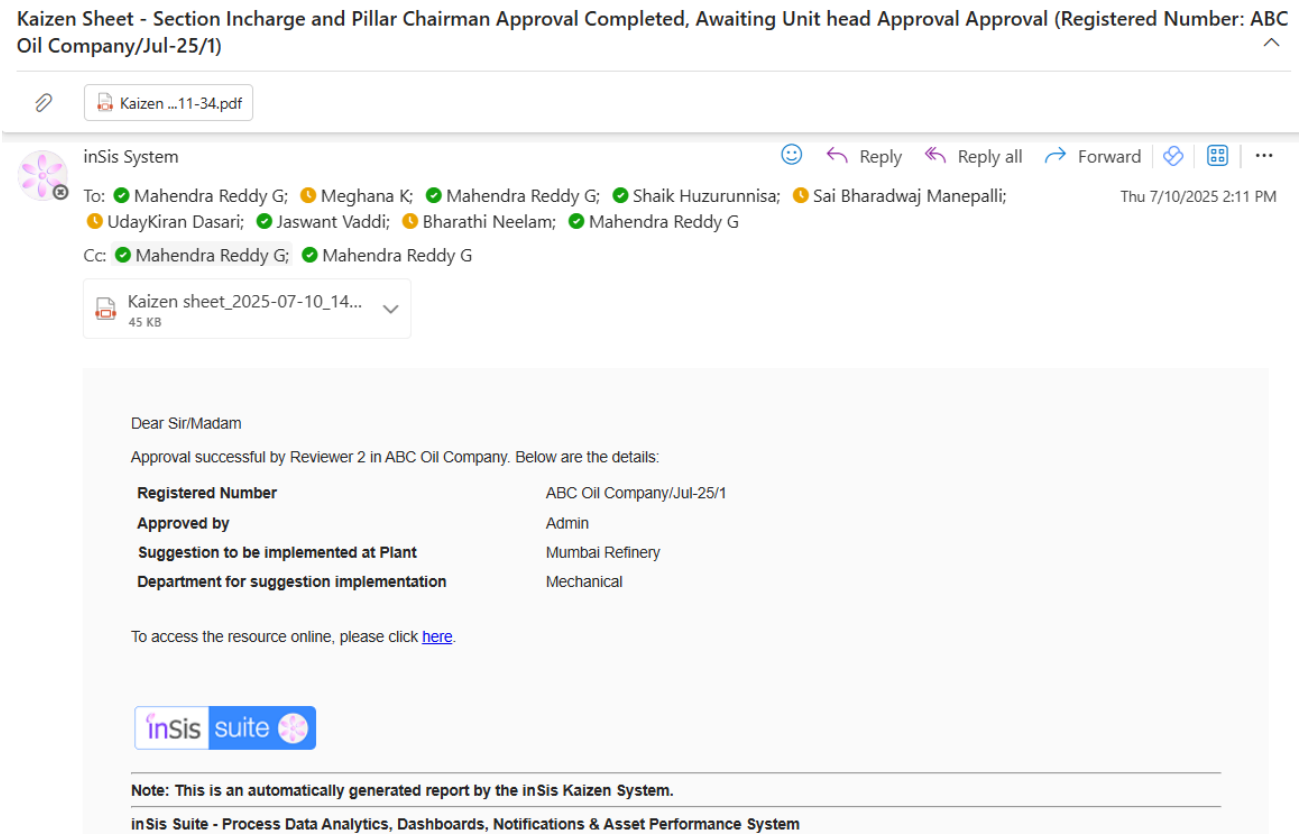

Kaizen Sheet - Section Incharge and Pillar Chairman Approval Completed, Awaiting Unit head Approval Approval (Registered Number: ABC Oil Company/Jul-25/1)

Kaizen ...11-34.pdf

inSis System

Reply | Reply all | Forward

To: Mahendra Reddy G; Meghana K; Mahendra Reddy G; Shaik Huzurunnisa; Sai Bharadwaj Manepalli; UdayKiran Dasari; Jaswant Vaddi; Bharathi Neelam; Mahendra Reddy G

Thu 7/10/2025 2:11 PM

Cc: Mahendra Reddy G; Mahendra Reddy G

Kaizen sheet_2025-07-10_14... 45 KB

Dear Sir/Madam

Approval successful by Reviewer 2 in ABC Oil Company. Below are the details:

Registered Number	ABC Oil Company/Jul-25/1
Approved by	Admin
Suggestion to be implemented at Plant	Mumbai Refinery
Department for suggestion implementation	Mechanical

To access the resource online, please click here.

inSis suite

Note: This is an automatically generated report by the inSis Kaizen System.

inSis Suite - Process Data Analytics, Dashboards, Notifications & Asset Performance System

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.

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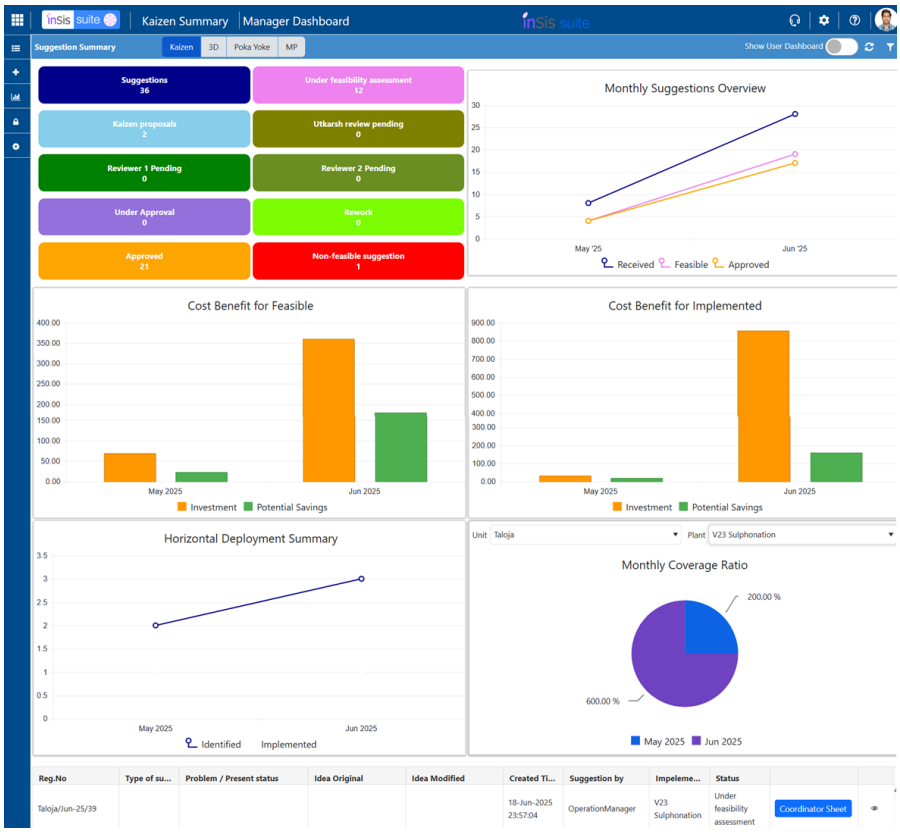
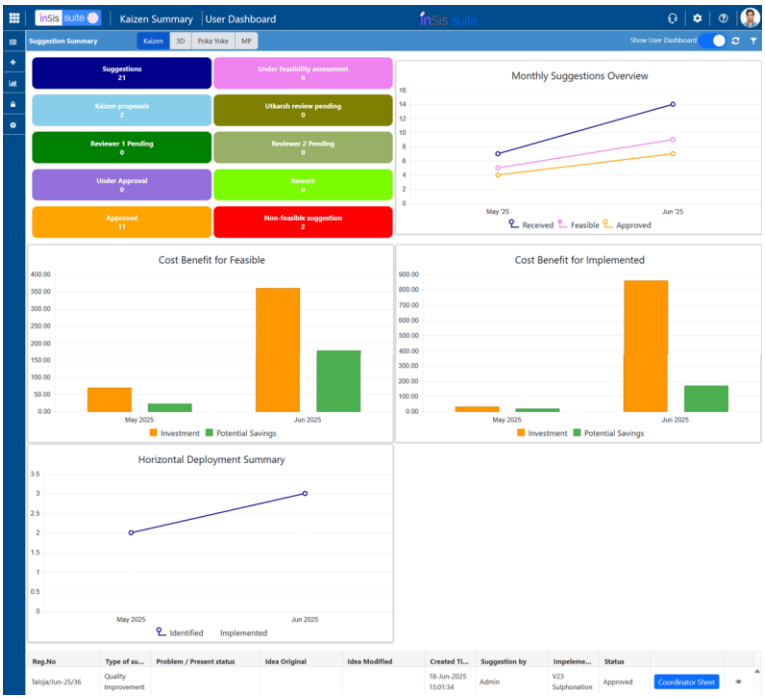


inSis Kaizen User Overview Dashboard



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