Opportunities For Improvement (OFI)
Submission Form

Goal: To improve/change a specific area or problem that you feel would help Fernco reach their lean objectives

Today's Date: ____________________

Your Name: ____________________ Department: ____________________ Shift: ______

DESCRIBE THE PROBLEM/ ISSUE:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

YOU'RE SOLUTION IDEAS:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

We may talk with you for clarification about the OFI you have submitted.

FOR ADMINISTRATIVE USE ONLY

Date Received by Lean Initiatives Team: ____________ Date Reviewed by Lean Initiative Team: ____________________

Dept. Mgr. ____________________ Continue: YES___ NO___ OFI #: ______

Inform submitter of next OFI step.