

Gemba Walk Checklist

Structured walk of a work area: what you saw against the standard, the eight wastes, conversations with the people doing the work, observations and actions.

1. The walk

Pick one area and one theme.

Project

Filled in from the project in SiteSurvey.

Site *

Site address

Area or process walked *

Date *

Who walked?

Theme of this walk (choose one)

- ☐ Safety
- ☐ Quality
- ☐ Flow and waste
- ☐ Workplace organisation (5S)
- ☐ Standards and people

Go to where the work is done, watch it, and ask the people doing it. Ask why, not who. Do not correct people on the spot or turn the walk into an inspection.

2. What you saw

Compare what happens with what is meant to happen.

Is the standard for the work visible at the workplace? (choose one)

- ☐ Yes ☐ Partly ☐ No

Is the work done to that standard? (choose one)

- ☐ Yes ☐ Mostly ☐ No ☐ No standard to compare

Boards, targets and status displays (choose one)

- ☐ Up to date ☐ Out of date ☐ None

Waste seen (tick all that apply)

- ☐ Transport: moving things further than needed
- ☐ Inventory: more stock or work in progress than needed
- ☐ Motion: people reaching, walking or searching
- ☐ Waiting
- ☐ Overproduction: making more or earlier than needed
- ☐ Over-processing: doing more than the customer needs
- ☐ Defects and rework
- ☐ Skills not used

Safety (choose one)

- ☐ Nothing of concern ☐ Unsafe condition seen ☐ Unsafe act seen

What, and what was done about it? (if applicable)

Workplace organisation (circle one (Poor to Very good))

- ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Photos (photos: attach, or note the file names)

3. Conversations

One entry for each person you spoke to.

Conversations (copy this block for each one)

Their role *

What did you ask?

What did they say?

Any idea or problem they raised

4. Observations and actions

Good practice as well as problems.

Observations (copy this block for each one)

Type * (choose one)

- ☐ Good practice ☐ Problem ☐ Idea

What did you see? *

Action

Who

By when

Photos (photos: attach, or note the file names)

Observations (worked out automatically in the app)

Problems (worked out automatically in the app)

Have you fed back to the team before leaving the area?

☐ Yes ☐ No

Next walk of this area

Signature