

Gemba walk form

DATE

WALKER

AREA

PURPOSE OF THIS WALK (ONE LINE)

OBSERVATIONS

Facts, in plain words

QUESTIONS ASKED

WHAT PEOPLE SAID

In their own words

Follow-ups

Action	Owner	Due date	Status

Gemba walk checklist at a glance

Pick one or two rows as the purpose of each walk.

Area	Look for	Ask	Record
Safety	Hazards, PPE use, awkward lifting, blocked exits	What feels unsafe or hard here?	Each risk, its urgency and an owner
Standard work	Posted instructions, actual methods, differences between people	Is the standard accurate and useful?	Gaps between the standard and what happens
Flow	Waiting, batching, extra movement, bottlenecks, handoffs	Where does work slow down or stop?	Causes, not just symptoms
Quality	Defects, rework, inspection points, mistake-proofing	How do you know the work is correct?	Where defects start and where they are caught
5S	Sorting, storage, labels, cleanliness	Can you find what you need quickly?	Clutter, labels and storage to fix
Materials and tools	Availability, condition, location, refills	What do you search for or work around?	Supply or maintenance actions
People	Workload, training, communication	What makes the job harder than it needs to be?	Ideas, written in the person's words
Follow-up	Past actions, repeat issues	Did the last fix work?	Close, escalate or revise each action

A four-week rotation

Week 1
Safety risks and people's concerns.

Week 2
5S, visual controls and workplace organization.

Week 3
Flow, handoffs, bottlenecks and waiting.

Week 4
Quality, rework, standard work and open follow-ups.