

Gemba Walk Checklist

Date:

Name:

Designation:

Department:

Observation Area:

- Have I clearly defined the objectives of this Gemba Walk?
- Do the objectives align with the overall goals of continuous improvement and the organization's strategic priorities?
- Am I well-versed in the process or area we are observing
- Have I reviewed relevant documents such as standard operating procedures and safety data sheets?
- Do I have a clear understanding of potential risks associated with the process?
- Am I comfortable speaking in front of the group?

- Have I prepared open-ended questions to encourage discussions with team members?**
- Can I effectively facilitate conversations and address questions from the participants?**
- Are the materials organized and easily accessible during the walk?**
- Have I gathered all essential materials, including the Gemba Walk Checklist, relevant documentation, and safety-related materials?**
- Will I be monitoring specific aspects such as idle time, waste reduction, or safety compliance?**
- Have I identified key performance indicators (KPIs) or metrics relevant to the objectives of the Gemba Walk?**
- Do I plan to actively engage with frontline workers during the walk?**
- Have I created a welcoming environment that encourages open communication and feedback?**

Will I be observing the process in detail, using all senses to gather information?

Do I have a structured approach for documenting observations, potential improvements, and action items?

Have I scheduled a post-walk review session to discuss findings and action items?

Will I be collaborating with the team to prioritize and plan for the implementation of identified improvements?