Gemba Walk Checklist.

Go to where the work happens, observe first, then ask. Tick OK or Problem for each question and note what you saw. Pick a focus for the walk; you do not need all 30 questions every time.

AREA / PROCESS	DATE & TIME	WALKED BY	FOCUS OF THIS WALK

#	QUESTION	OK	PROBLEM	OBSERVATION
Safety				
1	Are walkways, emergency exits and safety equipment free and marked?	☐	☐	
2	Is the required protective equipment available and worn?	☐	☐	
3	Are there unsafe conditions or near misses nobody has reported?	☐	☐	
4	Do people lift, reach or twist in ways that strain them?	☐	☐	
5	Does everyone know whom to tell when something is unsafe?	☐	☐	
Quality				
6	Is the current quality status visible at the workplace?	☐	☐	
7	What happens when a defect is found, and who is informed?	☐	☐	
8	Are inspection points and quality standards clear to everyone?	☐	☐	
9	Are there signs of rework, scrap or sorting?	☐	☐	
10	Is error proofing (Poka-Yoke) in place at critical steps?	☐	☐	
Flow & waste				
11	Where does material wait, and why?	☐	☐	
12	How far do people and parts travel between steps?	☐	☐	
13	Is there more work in progress than the defined limit?	☐	☐	
14	Do people search for tools, parts or information?	☐	☐	
15	Does the work keep pace with customer demand (takt)?	☐	☐	
Standards & visual management				
16	Is standard work available and followed at this station?	☐	☐	
17	Can you see at a glance whether the area is on plan?	☐	☐	
18	Are the 5S standards maintained?	☐	☐	
19	Are abnormalities visible without asking anyone?	☐	☐	
20	Is the team board up to date with today's figures?	☐	☐	
People & improvement				
21	What problem got in the way of your work today?	☐	☐	
22	Which improvement idea do you have for this process?	☐	☐	
23	What happened to the last idea you suggested?	☐	☐	
24	Does the team have the time and support to solve problems?	☐	☐	
25	Is the training for this workstation documented and current?	☐	☐	
Leader follow-up				
26	Which problems from the last walk are solved?	☐	☐	
27	Which problems need help from another department?	☐	☐	
28	Who owns each action, and by when?	☐	☐	
29	What did I learn here that I did not know before?	☐	☐	
30	When will I come back to check the result?	☐	☐	

Observations and Actions.

Close the loop: every problem gets an owner and a date, and you come back to check the result. Share what you learned with the team.

#	OBSERVATION / PROBLEM	AGREED ACTION	OWNER	DUE DATE	DONE
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					

NEXT GEMBA WALK

WHAT I LEARNED ON THIS WALK