

Gemba Walk Checklist

This checklist serves as a comprehensive tool to ensure that your Gemba Walks are thorough, systematic, and aligned with industry best practices. It covers every crucial aspect of the manufacturing environment, ensuring compliance with relevant ISO standards, such as ISO 9001, ISO 45001, and ISO 14001.

Walk Preparation

- ☐ Define Clear Objectives
- ☐ Review Historical Data and Previous Walk Findings
- ☐ Team Preparation
- ☐ Ensure Necessary Tools are Ready

During the Walk

1. Safety and Compliance

- ☐ Are workers wearing the correct PPE for their tasks?
- ☐ Are safety protocols being followed?
- ☐ Is PPE being maintained according to manufacturer instructions and relevant ISO standards?
- ☐ Are emergency exits, fire extinguishers, and first aid kits accessible and in good working condition?
- ☐ Are there any potential safety hazards, such as chemical spills, electrical faults, or improperly stored equipment?

2. Workplace Organization

- ☐ Is the workplace organized according to the 5S methodology (Sort, Set in order, Shine, Standardize, Sustain)?
- ☐ Are tools, materials, and machinery readily available and in good working condition?
- ☐ Are workstations equipped with visual management tools, such as status indicators, production boards, and color-coded labels?

3. Process Adherence

- ☐ Are employees following Standard Operating Procedures (SOPs)?
- ☐ Are processes running smoothly, or are there signs of inefficiency such as delays, excessive material usage, or machine downtime?
- ☐ Are machines operating efficiently without signs of wear and tear?

4. Employee Engagement

- ☐ Are employees engaged and motivated in their tasks?
- ☐ Are workers prioritizing safety and adhering to established work procedures?

Post-Walk Follow-Up

- ☐ Document Observations and Findings
- ☐ Prioritize and Assign Action Items
- ☐ Follow-Up and Accountability
- ☐ Continuous Improvement and Reflection