### 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.

### **Pre-Walk Preparation**

### **1. Define Clear Objectives**

- Establish specific, measurable goals for the Gemba Walk. Align these objectives with operational priorities (e.g., safety, quality, process improvement, or employee engagement).

- Example: "Assess compliance with safety regulations and evaluate the efficiency of the assembly line process."

### 2. Review Historical Data and Previous Walk Findings

- Analyze data from past Gemba Walks, audits, and corrective actions to identify recurring issues and trends.

- Review any outstanding action items and track their resolution status.

#### 3. Team Preparation

- Communicate walk objectives and expectations to all relevant team members, including department managers, operators, and safety officers.

- Ensure the team is prepared to document findings accurately and efficiently.

#### 4. Ensure Necessary Tools are Ready

- Verify that all tools, such as mobile devices for note-taking, cameras for documentation, and checklists, are available and functioning.

- Ensure that any digital tools, such as quality management software or cloud-based platforms, are accessible for real-time data recording.

### **During the Walk**

### **1. Safety and Compliance**

### - Personal Protective Equipment (PPE):

- Are workers wearing the correct PPE for their tasks (e.g., gloves, goggles, hearing protection)?

- Is PPE being maintained according to manufacturer instructions and relevant ISO standards (e.g., ISO 45001 for occupational health and safety)?

### - Safety Protocols:

- Are established safety protocols being followed? Are emergency exits, fire extinguishers, and first aid kits accessible and in good working condition?

- Ensure that safety measures comply with ISO 45001 for Occupational Health and Safety Management Systems.

### - Hazards Identification:

- Identify any potential safety hazards such as chemical spills, electrical faults, or improperly stored equipment.

- Ensure compliance with ISO 14001 for environmental safety, including spill response plans and waste management.

### 2. Workplace Organization

### - 5S Implementation:

- Is the workplace organized according to the 5S methodology (Sort, Set in order, Shine, Standardize, Sustain)?

- Check for clutter, disorganized tools, and inefficient workflows. Compliance with ISO 9001 for quality management should be ensured by applying standardized workstations and labeling systems.

### - Tool and Material Accessibility:

- Are tools, materials, and machinery readily available and in good working condition?

- Check for visual management systems, including labels and signage for proper storage and easy retrieval of equipment, which is crucial for lean manufacturing principles.

### - Visual Management:

- Are workstations equipped with visual management tools, such as status indicators, production boards, and color-coded labels?

- This supports continuous improvement initiatives and enhances communication across the floor.

### 3. Process Adherence

### - SOP Compliance:

- Are employees following Standard Operating Procedures (SOPs)? Check that processes are being executed as designed, and confirm alignment with established workflows.

- Any deviations should be documented, and corrective actions should be identified, following the principles of ISO 9001 for Quality Management Systems.

### - Process Efficiency and Waste:

- Are processes running smoothly, or are there signs of inefficiency such as unnecessary delays, excessive material usage, or machine downtime?

- Look for opportunities to reduce waste and improve flow, adhering to the principles of Lean Manufacturing and ISO 9001 standards.

### - Machine Performance:

- Are machines operating efficiently without signs of wear and tear? Document any maintenance needs or process breakdowns.

- Implement predictive maintenance strategies in line with ISO 55000 for asset management.

### 4. Employee Engagement

#### - Employee Morale and Involvement:

- Are employees engaged and motivated in their tasks? Conduct informal interviews or observe team dynamics to gauge engagement levels.

- Ensure that workers have the necessary tools and training to perform their tasks effectively and safely.

#### - Procedural Adherence and Safety Focus:

- Are workers prioritizing safety and adhering to established work procedures?

- Evaluate whether any issues are arising from insufficient training or unclear instructions, which may be addressed through updated SOPs or training programs.

### Post-Walk Follow-Up

### 1. Document Observations and Findings

- Take detailed notes on observations, both positive and negative, and categorize them by urgency and impact on operations. Include evidence such as photos, machine data, and direct observations.

### 2. Prioritize and Assign Action Items

- Based on the findings, assign action items with clear ownership and deadlines for followup. Identify immediate corrective actions for critical safety or operational issues and longerterm improvements for process optimization.

### 3. Follow-Up and Accountability

- Schedule follow-up actions for the next Gemba Walk. Monitor progress and check whether previous action items have been resolved to standard.

- Use digital tools and dashboards for tracking issues and ensuring that nothing is overlooked.

### 4. Continuous Improvement and Reflection

- Use the results of the Gemba Walk as a baseline for continuous improvement efforts. Encourage teams to reflect on the walk's findings and collaborate on solutions for any identified challenges.