



Gemba Walk Checklist

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Inspector		Date		Signature	
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Gemba Walk Checklist

Inspection Item	Note	Yes	No	NA
Are the results from Gemba Walks (I.e. issues raised, corrective actions, process changes, etc.) posted or communicated throughout the organization?		■	■	■
Do members of the Gemba Walk team actively engage and converse with members of the workforce to gather suggestions or answer questions?		■	■	■
Is each container of hazardous chemicals in the workplace labeled, tagged or marked identifying the chemical it contains?		■	■	■
Are emergency exit corridors and doorways kept free from equipment or material storage?		■	■	■
Are employees observed wearing the required personal protective equipment (I.e. glove types, safety glasses, hard hats, hearing protection etc.) necessary for working safely in their area?		■	■	■
Are flexible cords and cables prohibited from being used as a substitute for fixed wiring of a structure: attached to building surfaces: concealed: run through holes in walls, ceilings or floors?		■	■	■
Are forklift drivers observed following safe procedures for picking up, putting down and stacking loads?		■	■	■
Are pallet racks visibly damaged from forklifts: i.e. Bent horizontal cross braces: Dings, dents and damaged end pieces?		■	■	■
Are Safety Gemba Walks scheduled for all areas of the facility, including parking lots, loading docks and outside areas?		■	■	■
Are team members observing any abnormal conditions such as leaks, breakage and dirt?		■	■	■
Are team members observing large quantities of parts, materials or inventory on the floor or in storage areas?		■	■	■
Are team members observing people having to move long distances or making unnecessary movements to accomplish their work?		■	■	■
Are team members observing people waiting for materials or materials waiting for people - slowing production?		■	■	■
Are walkways kept clear of cords, hoses or materials that could trip personnel?		■	■	■
Are walkways kept clear of cords, liquid spills or materials that could cause personnel to slip and fall?		■	■	■
Do all members of the Gemba walk team have the appropriate PPE for the area being visited?		■	■	■
Does the Gemba team have access to the written instructions or standard process guidance for the activity they are assessing?		■	■	■
Does the organization have a Gemba Walk schedule that is shared with all personnel?		■	■	■
Does the organization make resources available to resolve issues discovered during the Gemba walk?		■	■	■
Does the organization track issues and corrective actions from the Gemba Walks?		■	■	■
Does the process being observed match the written instructions or standard process guidance?		■	■	■
Has the department or site been informed in advance that a Gemba walk is planned for their area?		■	■	■
Has the organization communicated the purpose and goals of the Gemba Walks to all personnel?		■	■	■

Inspection Item	Note	Yes	No	NA
Has the purpose of the scheduled Gemba Walk been selected and conveyed to the tea, (I.e. Safety, Process Improvement, Quality, etc.)		■	■	■
Has the team been trained and briefed on the goals, intentions and processes of the Gemba walk approach to process improvement?		■	■	■
Is the note-taker capturing comments and suggestions from employees or team members for later discussion?		■	■	■
Is the note-taker capturing observed gaps between the written instructions or standard process guidance and what is being observed (for later discussion)?		■	■	■
Is the process or area owner / supervisor available and able to take part in the Gemba walk?		■	■	■
Write Comments or Remarks here:		■	■	■