

# Gemba Walk Checklist - Starter

A structured observation walk to spot risk, waste, and repeat problems.

A Gemba walk is a structured observation walk, not a tour. Use this starter checklist to spot risks and waste without turning it into an audit.

## Safety

- ☐ Walkways are clear and marked. No tripping hazards or blocked exits.
- ☐ PPE is used correctly where required.
- ☐ Any unsafe condition has a visible tag or immediate action.

## Quality

- ☐ Quality checks happen at the point of work, not only at the end.
- ☐ Defects are visible and separated (no mixing good and bad).
- ☐ Operators can explain the top defect and what prevents it.

## Flow and delivery

- ☐ Work moves in a clear sequence with minimal back-and-forth.
- ☐ Waiting time is visible (people or parts waiting).
- ☐ WIP levels look intentional, not accidental.

## Equipment and uptime

- ☐ Machines show basic condition standards (cleanliness, leaks, loose parts).
- ☐ Downtime is logged with a reason and time.
- ☐ Changeovers have a defined method (even if not perfect).

## People and standard work

- ☐ Critical tasks have a simple standard (steps, quality points, safety notes).
- ☐ New joiners can be trained using a repeatable method.
- ☐ Operators can stop and signal when something is wrong.

## Information and visual management

- ☐ Key metrics are visible near the work (plan vs actual, defects, safety).
- ☐ Problems and actions are tracked where the work happens.
- ☐ Escalation path is clear when issues cross team boundaries.

**Score:** \_\_\_\_ / 18

## How to use what you saw

Don't try to fix everything in one walk. Capture patterns. Prioritize 1–2 themes for action.

### Capture these 4 things

- ☐ One safety risk to eliminate immediately.
- ☐ One quality defect pattern to contain today.
- ☐ One flow blocker (waiting, rework loop, missing material).
- ☐ One repeat downtime cause to investigate.

## Score bands

Score band	What this usually means	Suggested next step
0–6	High risk and high waste. The floor will feel reactive and unpredictable.	Start with safety basics and make plan, defects, and downtime visible daily.
7–12	Some controls exist, but gaps will keep creating rework and delay.	Select one area and run a short improvement cycle to stabilize flow and quality.
13–18	Good baseline. You're ready for stronger routines and problem solving discipline.	Build leader standard work and convert repeat issues into root-cause projects.

Want a structured Gemba cadence, coaching questions, and follow-up routines? ElevateU can provide the full walk kit and coaching.