

Gemba walk checklist

Template Information

Template ID	gemba-walk-checklist
Version	v1.0
Language	English (en)
Number of Check Items	15
Source	https://layeraudit.com
Revision Date	2026-10-27
Description	Description: Use this Gemba walk checklist for managers and supervisors to grasp the condition of the work place. A Gemba Walk is a Kaizen lean manufacturing practice of always going to the source of the problem so as to grasp the real issues and verify facts. The Gemba Walk should not take more than thirty minutes with focus on the following key points: 1. Check the seven wastes, 2. Follow the flow from end of the process to the beginning, 3. Check the four Ms of man, machine, materials and methods, 4. Check for abnormal conditions and 5. Check for availability of standards.

Audit Information (to be completed during audit)

Audit Date	
Auditor	
Area / Department	
Escort	

Instructions

1. This template contains 15 check items. Record results in the 'Checklist' worksheet.
2. The source does not define fixed pass/fail options. Fill in results according to your own criteria (e.g. Pass / Fail / N.A.).
3. Scores, conclusions and signatures are entered manually in the 'Scoring & Sign-off' worksheet.
4. For photos or other evidence, enter the evidence number in the 'Notes / Evidence No.' column and archive photos by number.
5. Check item numbers are renumbered consecutively. The mapping to the source rows is recorded in '编号对应表.xlsx' in the delivery package.

Gemba walk checklist — Checklist

No.	Section	Check Item	Result	Notes / Evidence No.
1	Seven Wastes	Are people waiting for materials or are materials waiting for people at the workstations?		
2	Seven Wastes	Are there in-process storage areas to minimize movement?		
3	Seven Wastes	Is there too much inventory in the storage areas?		
4	Seven Wastes	Do workers appear to be making unnecessary movements in their work		
5	Seven Wastes	Are workers producing as per order?		
6	Seven Wastes	Are products staying longer in process than the prescribed time?		
7	Seven Wastes	Is there presence of defective products?		
8	Production Flow	Is the flow of materials evident?		
9	Four Ms	Are workstations manned?		
10	Four Ms	Are there any machine breakdowns?		
11	Four Ms	Are people following standards?		
12	Four Ms	Are materials available?		
13	Abnormal Conditions	Are there any abnormal conditions such as leaks, breakages and dirt?		
14	Standards Work	Are standards up to date?		
15	Standards Work	Are standards present?		

Gemba walk checklist — Scoring & Sign-off

Sign-off

Signed by manager	
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