

General Gemba Walk Checklist - Industry Vetted

Template Information

Template ID	general-site-inspection-checklist
Version	v1.0
Language	English (en)
Number of Check Items	45
Source	https://layeraudit.com
Revision Date	2026-10-27
Description	Description: This general gemba walk checklist helps floor supervisors and continuous improvement teams capture consistent observations and flag waste during a manufacturing site visit. Document specific findings against set criteria, assign corrective actions and record owners on the spot. Download this checklist to turn every walkthrough into structured, measurable follow-through.

Audit Information (to be completed during audit)

Audit Date	
Auditor	
Area / Department	
Escort	

Instructions

1. This template contains 45 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.

General Gemba Walk Checklist - Industry Vetted — Checklist

No.	Section	Check Item	Result	Notes / Evidence No.
1	Safety	Work area is free of slip, trip, and fall hazards.		
2	Safety	Emergency exits and walkways are clearly marked and unobstructed.		
3	Safety	PPE is being worn correctly and consistently by all personnel.		
4	Safety	Safety signage is visible and appropriate for hazards in the area.		
5	Safety	Equipment has proper guarding and interlocks in place.		
6	Safety	Chemical storage and labeling are compliant with regulations.		
7	Safety	Waste and recycling stations are available and used correctly.		
8	Workplace Organization (5S)	Tools and materials are properly labeled and stored in designated locations.		
9	Workplace Organization (5S)	Workstations are clean, organized, and standardized.		
10	Workplace Organization (5S)	Unnecessary items are removed from the workspace.		
11	Workplace Organization (5S)	Visual management tools (labels, floor markings, shadow boards) are in use.		
12	Workplace Organization (5S)	Cleaning responsibilities are defined and being followed.		
13	Process & Flow	Material flow is logical, efficient, and free of bottlenecks.		
14	Process & Flow	SOPs are clearly posted and accessible at the point of use.		
15	Process & Flow	SOPs are up to date and reflect current best practices.		
16	Process & Flow	Operators are using correct methods and tools.		
17	Process & Flow	Operators are trained and following documented procedures.		
18	Process & Flow	Work-in-process is within standard levels; no overproduction observed.		
19	Process & Flow	Changeover or setup times are monitored and minimized.		
20	Process & Flow	Equipment is operating at expected cycle times.		
21	Quality	Operators have access to quality standards and specifications.		
22	Quality	Quality checkpoints are integrated into the process.		
23	Quality	Defective materials are clearly tagged and segregated.		
24	Quality	Root cause problem-solving tools are available and used.		
25	Quality	First-piece and in-process inspections are documented.		
26	Quality	Rework and scrap are monitored and trends are tracked.		
27	Equipment & Maintenance	Equipment is clean, functional, and in good repair.		
28	Equipment & Maintenance	Autonomous maintenance tasks are being performed (e.g., lubrication, cleaning).		
29	Equipment & Maintenance	Preventive maintenance schedules are visible and current.		
30	Equipment & Maintenance	Equipment downtime is tracked and communicated.		
31	Equipment & Maintenance	Spare parts are organized, labeled, and replenished as needed.		
32	Equipment & Maintenance	TPM (Total Productive Maintenance) visual boards are up to date.		
33	Engagement, Communication & Feedback	Operators understand their performance metrics and goals.		
34	Engagement, Communication & Feedback	Communication boards are current with KPIs and improvement initiatives.		
35	Engagement, Communication & Feedback	Daily meetings or huddles are held and structured.		
36	Engagement, Communication & Feedback	Suggestion programs are active and visible.		
37	Engagement, Communication & Feedback	Team morale appears positive and collaborative.		
38	Engagement, Communication & Feedback	Employee ideas and concerns are being acknowledged and acted upon.		
39	Engagement, Communication & Feedback	Feedback is solicited directly from employees regarding challenges, improvements, or safety concerns.		
40	Engagement, Communication & Feedback	Employees feel empowered to stop the process if an issue arises.		
41	Continuous Improvement	Visual indicators of recent Kaizen or CI activities are visible.		
42	Continuous Improvement	Operators are involved in identifying and solving problems.		

General Gemba Walk Checklist - Industry Vetted — Checklist

No.	Section	Check Item	Result	Notes / Evidence No.
43	Continuous Improvement	Lean tools (e.g., Andon, Kanban, Poka-Yoke) are in use where applicable.		
44	Continuous Improvement	Process improvement ideas are documented and tracked.		
45	Continuous Improvement	Standard work is reviewed and updated regularly.		
	Sign Off	Additional notes		
	Sign Off	Summary of findings		
	Understanding the Work and Process	Please describe the task you are currently performing.		
	Understanding the Work and Process	What is the objective of this step in the process?		
	Understanding the Work and Process	How does this task fit into the larger workflow?		
	Understanding the Work and Process	How do you determine whether this task is completed correctly?		
	Understanding the Work and Process	What indicators tell you when something is wrong or abnormal?		
	Identifying Process Issues and Barriers	What aspects of the process cause delays or interruptions?		
	Identifying Process Issues and Barriers	Are there any recurring issues or rework requirements?		
	Identifying Process Issues and Barriers	Are there tasks or procedures that seem inefficient or unnecessary?		
	Identifying Process Issues and Barriers	Do you experience downtime while waiting for materials, instructions, or approvals?		
	Evaluating Standard Work and Training	Are there documented procedures for the task you are performing?		
	Evaluating Standard Work and Training	Do the actual steps you follow match the documented procedures?		
	Evaluating Standard Work and Training	Were you formally trained for this task? Was the training sufficient?		
	Evaluating Standard Work and Training	Would a new employee be able to learn this task quickly using the current materials and training process?		
	Reviewing Tools, Equipment, and Material Access	Are the tools and materials you need always available when needed?		
	Reviewing Tools, Equipment, and Material Access	Are the tools and machines functioning correctly and safely?		
	Reviewing Tools, Equipment, and Material Access	Are you aware of the preventive maintenance schedule for the equipment in use?		
	Reviewing Tools, Equipment, and Material Access	Do you have the appropriate workspace and ergonomic setup for your task?		
	Promoting Continuous Improvement and Ownership	Have you identified opportunities to improve your task or workflow?		
	Promoting Continuous Improvement and Ownership	Have you submitted improvement suggestions? What was the result?		
	Promoting Continuous Improvement and Ownership	Are there simple changes you believe would increase quality or efficiency?		
	Promoting Continuous Improvement and Ownership	Do you feel empowered to make small improvements to your work area?		
	Measuring Awareness of Goals and Performance	How do you know if your team is meeting performance targets?		
	Measuring Awareness of Goals and Performance	Are you aware of the key performance indicators (KPIs) for your area?		

General Gemba Walk Checklist - Industry Vetted — Checklist

No.	Section	Check Item	Result	Notes / Evidence No.
	Measuring Awareness of Goals and Performance	What metrics do you use to assess quality or productivity in your role?		
	Assessing Employee Engagement and Satisfaction	Do you feel your work is valued by the organization?		
	Assessing Employee Engagement and Satisfaction	Are you satisfied with the support and communication from your supervisor?		
	Assessing Employee Engagement and Satisfaction	Do you have the tools, resources, and environment needed to do your job effectively?		
	Assessing Employee Engagement and Satisfaction	What would improve your day-to-day work experience?		

General Gemba Walk Checklist - Industry Vetted — Scoring & Sign-off

Sign-off

Inspector signature	
Supervisor signature	