

GEMBA WALK

INDUSTRIAL REPORT

DATE:

THIS GEMBA WALK REPORT CAN BE CONDUCTED USING THE FOLLOWING DEVICES:

- TABLET (ANDROID & IOS)
- SMARTPHONE (ANDROID & IOS)

FACILITY:

SITE/SECTION:

DEPARTMENT:

OBSERVED PROCESS:

OBSERVER NAME:

LIST OF PARTICIPANTS:

PROCESS ANALYSIS

WHAT IS THE STANDARD OR METHOD BY WHICH YOU ARE WORKING?

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.....

DO YOU BELIEVE THAT THE PROCEDURE OR STANDARD IS CLEAR?

YES NO

IF NOT, WHY :

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.....

HOW OFTEN IS THE PROCESS PERFORMED, AND HOW LONG DOES IT TAKE?

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.....
.....

IS THE PROCESS SAFE AND COMPLIANT?

YES NO IF NOT, SPECIFY WHY :

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.....

ARE THERE ANY AREAS OF WASTE OR INEFFICIENCY?

YES NO IF YES, SPECIFY WHERE AND WHY :

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.....

WHAT CAN WE DO TO IMPROVE THE PROCESS?

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PROBLEM SOLVING

WHAT CAN WE DO TO FLAG NON-CONFORMANCES IMMEDIATELY TO IMPLEMENT CORRECTIVE ACTIONS?

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WHAT ARE THE POINTS OF FAILURE OR MOST COMMON PROBLEMS?

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WHAT HAVE YOU DONE TO DETERMINE THE ROOT CAUSE?

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