# A simple guide to Gemba Walk

## Table of Contents

**Gemba Walk**
- **What**
  - Gemba: meaning
  - Gemba walk: definition
- **Why**
  - Top-level and middle management
  - Team leaders
  - Floor level employees
- **Goal**
  - How to implement a strong Gemba Walk structure
  - How to conduct an effective Gemba Walk
  - After the Gemba walk
  - Improve

**Templates & examples**
- **Organization chart**
- **Standard schedule**
- **Excel templates**
- **Examples of checklists**
  - Level 1 checklist (Team leader to operators) for a welding department
  - Level 2 checklist (Manager to Team leaders)

**Tervene’s Gemba Walk**
- **Simplicity**
- **Visibility**
- **Centralized improvement tool**
- **Support**

---

www.tervene.com
Gemba Walk

What
Gemba: meaning
Gemba (also written “genba”): Japanese word meaning “the real place”. It’s where value creation happens, but also where most problems occur.

Gemba walk: definition
In the manufacturing world, a Gemba walk is the action of walking around a factory floor with the goal to identify problems and improvement ideas.

Why
The Gemba walk is very important to sustain a company’s continuous improvement culture. It represents the first step in a structured process that aims to systematically identify improvement opportunities and transform these ideas into improvement plans. Here are just a few reasons to do it regularly:

Top-level and middle management
- Increase productivity;
- Increase OEE (Overall Equipment Effectiveness);
- Reduce health and safety hazards;
- Increase team leaders, lower management and workers autonomy;
- Shift from reactive to proactive supervision.

Team leaders
- Increase management credibility;
- Free up time from reactive supervision to work on improvement;
- Increase proactive supervision;
- Reduce time spent on reactive problem solving;
- Increase time spent on improvement generation;
- Mobilize team members;
- Simplify problem management.

Floor level employees
- Day to day problems are being seen, understood and solved;
- Increase implication in the improvement projects;
- Decrease waiting time;
- Decrease stress;
- Improve processes and tools;
- Increase feedback.

Goal
Prevent issues.

Identify and generate improvement opportunities.
How

How to implement a strong Gemba Walk structure

1. **Organizational chart**
   The first step is to put the company’s organizational chart up to date to determine who oversees what department (and who). The best tool to do so is probably Visio from Microsoft, but Lucidchart can do the job just fine and it’s free. It is important to define clear roles and responsibilities at this stage.

2. **Introduction meeting**
   The top executive holds a meeting with all the team leaders, presenting the Gemba Walk and explaining why it's useful for them. This is extremely important to reduce the resistance to change.

3. **Set-up Gemba Walk checklists**
   In collaboration with each team leaders, create a list of verification points that they must validate with every work units in their department every two hours. Always remember, these checklists must aim to identify and reduce waste. It is important that the workers know that the Team leaders are performing these Gemba Walks to help them and find solutions, not to punish them. You can find Examples of checklists here.

4. **Standard schedule**
   Set-up a recurring 4 times per day event in the team leaders schedule so that they don't forget to do their Gemba walks. For level 2 management, a Gemba Walk should be performed twice per day. For an idea of a standard schedule, have a look here.

5. **Effective Gemba walk training**
   Shadow every team leaders' Gemba walk individually at least once a week to make sure they carry it out in the right way. (See How to conduct a Gemba Walk for details)

6. **Schedule improvement meetings**
   At least once a week, set a recurring meeting in the team leaders’ schedule to be carried out with the plant manager. The goal of this meeting is to follow up on improvement plans that are in progress and create new ones from the new improvement opportunities they found during the past week. They might tell you they don't have time, but it's they save time by preventing problems through Gemba Walks rather than solving them after they happen. This ends up saving a tremendous amount of time.

7. **Sustain the Gemba**
   Remember, we are trying to achieve continuous improvement, which means these practices need to be carried out every day. It is strongly recommended to set objectives for how many new improvement opportunities each team leaders should come up with every week. We recommend setting the goal to 2 new improvement opportunities per week per team leader.
How to conduct an effective Gemba Walk

_validate all the points on the checklist with every work unit.

Remember that those questions are asked to identify potential issues and improvement opportunities until the next Gemba Walk.

Questions must be asked in a solution oriented way rather than trying to find who’s at fault.

Validate with the worker on every question by asking what, why and how. For example:

<table>
<thead>
<tr>
<th>Painting Gemba Walk checklist question</th>
<th>Follow up questions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Worker is aware of all the work order information for the current job?</td>
<td>▪ What is the color code for the job?</td>
</tr>
<tr>
<td></td>
<td>▪ What is the quality standard for the job?</td>
</tr>
<tr>
<td></td>
<td>▪ How many pieces do you have to paint in that batch?</td>
</tr>
<tr>
<td></td>
<td>▪ How do you usually paint that kind of piece?</td>
</tr>
<tr>
<td></td>
<td>▪ Why do you do it like that?</td>
</tr>
</tbody>
</table>

Document issues when you find them.

Write something next to the worker’s name only if there is a potential issue.

Do not address issues before the Gemba Walk is finished. How do you know if there isn’t another much more important issue to address before you checked on all the work units?

An effective Gemba Walk should not take more than 15 minutes (1 min/work unit).

After the Gemba walk

1. Make a quick evaluation of the risk and the impact of every potential issues and then compare them to each other.
2. Prioritize the issues in the order in which they should be solved.
3. Go solve the issues in the order you just chose.
4. Once these potential issues are solved and you made sure everything is under control until the next Gemba Walk, look for improvement opportunities in the issues you brought up in the Gemba Walk. Every issue that could be prevented by standardizing procedures, implementing a 5S, a Kanban system, conducting a SMED, buying new equipment or tools, etc. qualifies as an improvement opportunity.
5. Use a system to list all your improvement opportunities, preferably linking the following information to it:
   - Team leader name
   - Work station
   - Checklist point that made you come up with the idea
   - Internal impacts Eg. Operation cost, lead time, productivity, quality, leadership, process, internal communications, health and safety, etc.
   - Customer impacts Eg. Financial, delivery time, quality, customer service, etc.
   - Other work center impacted
   - Date and time

Improve

Once a week, the plant manager or the operation manager should conduct an improvement meeting with all the team leaders.

The goal of the improvement meeting is to ensure a follow up on the improvement plans already in place and to put new ones in place if the team leaders’ schedule allows it.
Templates & examples

Organization chart example

It’s important to thoroughly define in the organization chart who controls what department to make sure the Gemba Walks are being performed on the right work units by the right managers.

Standard schedule

Having a standard schedule is key to an improved performance. Workers know when their supervisor will come and will wait until then to ask questions or make requests, consequently saving time for both the employee and his supervisor. We recommend scheduling the Level 2 Gemba Walk right after the second Level 1 Gemba Walk. This way, the information from the two previous Level 1 Gemba Walks can be shared with the production manager.
Excel templates
Here is a link to download excel templates for Gemba Walk:

Templates

Examples of checklists

Level 1 checklist (Team leader to operators) for a welding department
The goal here is to identify three main categories of problems:

1. Issues that occurred in the past: to help generate new questions that will aim to prevent those problems from happening again.
2. Issues that might happen in the near future: to prevent them from happening and create proactive measures to ensure the risk of it coming back is reduced to its minimum.

<table>
<thead>
<tr>
<th>Time</th>
<th>Category</th>
<th>Subcategory</th>
<th>Checklist examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>Past</td>
<td>Requirements</td>
<td>Information</td>
<td>As there been any problems related to required tools, material, personnel or information in the past two hours that we didn't see coming?</td>
</tr>
<tr>
<td></td>
<td>Quality</td>
<td>Information</td>
<td>As there been any problems related to quality in the past two hours that we didn't see coming?</td>
</tr>
<tr>
<td></td>
<td>Productivity</td>
<td>Information</td>
<td>As there been any problems related to productivity in the past two hours that we didn't see coming?</td>
</tr>
<tr>
<td>Now</td>
<td>Requirements</td>
<td>Worker</td>
<td>Worker is at his workstation?</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Information</td>
<td>Worker is punched on the right job?</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Information</td>
<td>Worker is aware of all the information on the work order for the current job?</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>The work order provides all the needed specifications?</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Worker knows the procedures and standards for the current job?</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Worker has the proper training for the current job?</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Equipment</td>
<td>Does the employee have all the required tools for the current job?</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>The tools are in good working order?</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Is the 5S respected?</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Is the equipment working well? Does it need maintenance?</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Material</td>
<td>Worker has all the required material for the current job?</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Information</td>
<td>Worker is aware of the quality standards for the current job?</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Quality standards are respected?</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Quality</td>
<td>Worker knows the next priority?</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Information</td>
<td>The production rate follows the schedule?</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Takt time is respected?</td>
</tr>
<tr>
<td>Future</td>
<td>Requirements</td>
<td>Information</td>
<td>Worker is aware of all the information on the work order for the next job?</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Worker has all the required material for the next job?</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Worker knows the procedures and standards for the next job?</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Worker has the proper training for the next job?</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Equipment</td>
<td>Does the employee have all the required tools for the next job?</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>The pieces will be ready and available at the right time?</td>
</tr>
<tr>
<td></td>
<td>Material</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Remember, it’s important to keep the Level 1 Gemba Walk under 15 minutes, and to perform it at least every two hours. If there are too many questions in the checklist, team leaders won’t identify more problems, but rather let them slip. Keep it short, but effective.
Level 2 checklist (Manager to Team leaders)

Team leaders don’t always have the power, the authority or the time to address the issues they stumble onto. Therefore, it’s important for the manager to perform regular and scheduled (although less frequent) Gemba Walks after the team leaders’ so that they can share the information. We recommend performing a level 2 Gemba Walk for every two Level 1 Gemba Walks performed by the team leaders.

<table>
<thead>
<tr>
<th>Time</th>
<th>Category</th>
<th>Subcategory</th>
<th>Checklist examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>Past</td>
<td>Requirements</td>
<td>Information</td>
<td>As there been any problems related to required tools, material, personnel or information in the past two hours that we didn't see coming?</td>
</tr>
<tr>
<td></td>
<td>Quality</td>
<td>Information</td>
<td>As there been any problems related to quality in the past two hours that we didn't see coming?</td>
</tr>
<tr>
<td></td>
<td>Productivity</td>
<td>Information</td>
<td>As there been any problems related to productivity in the past two hours that we didn't see coming?</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Any waste that could be reduced?</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Any issues to transfer?</td>
</tr>
<tr>
<td>Now</td>
<td>Requirements</td>
<td>Worker</td>
<td>Team leader performed his two Gemba Walks?</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Information</td>
<td>Team leader is aware of the priorities?</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Equipment</td>
<td>Is the equipment working well? Does it need maintenance?</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Material</td>
<td>Department has all the required material for the current job?</td>
</tr>
<tr>
<td></td>
<td>Quality</td>
<td>Information</td>
<td>Quality standards are respected?</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Material</td>
<td>Quality rate goal is known and respected?</td>
</tr>
<tr>
<td></td>
<td>Productivity</td>
<td>Information</td>
<td>Health and safety standards are respected?</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>The production rate follows the schedule?</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Takt time is respected?</td>
</tr>
<tr>
<td>Future</td>
<td>Requirements</td>
<td>Information</td>
<td>Department need more people for the next job?</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Material</td>
<td>Any other issues to talk about?</td>
</tr>
</tbody>
</table>
Tervene’s Gemba Walk

While it can seem easy to perform Gemba Walks, it can become a struggle to develop the right system to document and manage Gemba Walk reports as well as to compile the data. It is also important to mention that the main challenge people come across when trying to implement a continuous improvement culture involving Gemba Walks is to sustain the project over time.

Technology will never perform the Gemba Walk for you, but it can at least remove most of the hassle for the user. It can facilitate the documentation, sorting, evaluating and managing of the information and the reports.

Here are a few reasons why you might want to consider performing your Gemba Walks with Tervene:

- Simplicity
- Visibility
- Centralized improvement tool
- Support
Simplicity
Here’s how Tervene’s solution can help you manage your Gemba Walks.

From the Ipad app, carry out your scheduled, standardized Gemba Walks and systematically report potential issues.

At the end of the Gemba Walk, a report is automatically generated from the observations you entered. If the issue can be indefinitely, press the button. The point will clear itself from the report and archived in the company’s statistics.

If an improvement project is needed to prevent the issue from occurring again, press the button to convert the issue into an improvement opportunity. From there, you can report internal or customer impacts, as well as other work centers impacted.
Visibility

One of the great advantages of using Tervene to perform Gemba Walks is the visibility it offers over the supervising activities that take place in the workplace. We’ve found that commitment and regular follow-up from leadership is the single most important predictor of success in the implementation of a continuous improvement culture.

From the many dashboards included in the web interface, higher management can keep track of the important usage statistics:

1. Number of Gemba Walks carried out.
2. Number of issues found.
3. Details on every issue found.
4. Pictures taken during the Gemba Walk.

All this data can be viewed and filtered by date, work center, team leader, impacts, etc.

This tool can be very useful to get an idea of which department has the most issues, who performs his Gemba Walks, what kind of recurring problems they uncover, etc.

The administration console is a decision orientation tool that helps management decide which challenges to address next based on their importance.

Pareto analysis indicating that most issues come from the laser cutting department.
Centralized improvement tool
From the moment when an issue arises to the moment when an improvement project is successfully carried out, Tervene manages the data.

Gemba Walks

Improvement opportunities management

Improvement project management

www.tervene.com
Support
With more than 25 years of experience in operational performance, Tervene aims to simplify the implementation of a continuous improvement culture. Strong from more than 200 successful implementations, our training program and implementation guide have been specifically designed to address every possible potential threat to the project success. Tervene also offers on-site training as well as post implementation support.

By choosing Tervene, you get access to a step by step implementation guide as well as PowerPoint presentations to train your employees without reinventing the wheel.

Question? Comment?
Get in touch with us at info@tervene.com or visit our website.