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GEMBA WALK CHECKLIST

Here the step to follow for an effective GEMBA WALK.

- 1) Prepare a Team for the Gemba Walk
- 2) Set a focused scope for the walk (what we want to learn or get?)
- 3) Prepare a set of questions with the team
- 4) Schedule the activity and communicate to the shop floor (Go See, Ask Why, Show Respect)
- 5) Follow the process by asking questions (Focus on Process, do not blame)
- 6) Take notes, photos, and videos (if you can)
- 7) Set a meeting to discuss what the team saw (An action plan is mandatory)
- 8) Communicate and follow up on the action plan to the Value Stream Manager.