

# Gemba Walk Observation Form

Use this form to record observations, identify problems, and track improvement actions during a Gemba Walk.

## Walk Information

Date		Area / Department	
Process Observed		Observer	

## Observation Areas

Observation Area	Notes
Safety (procedures followed, hazards visible)	
Quality (defects, standards followed)	
Process Flow (delays, bottlenecks)	
Materials (availability, shortages)	

## Key Observations

Observation	Impact	Area

## Action Plan

Problem	Action	Responsible	Deadline

## Approval

Observer Signature	Date