Process Walk (Gemba Walk)

HANDS ON

Process Walk

Instructions:

1. In pairs, have a walk to the production area, shop floor, warehouse, store floor, hospital area.

2. Print the Gemba Walk (Process Walk) template and complete the header: Business Unit, Work area, who is assessing and when, reason for inspection.

3. Perform a Gemba Walk focused on the reason for inspection or inspecting the process. Use the Template to guide your observations.

4. Follow the three elements:
   1. Go and see, look for wasteful activities.
   2. Ask why (but don't provide opinions or solutions, just listen!)
   3. Respect the people, the focus on the process.

5. Record observations.
6. Prepare a follow up. Use the Action items section or the Action and Implementation Plan Template to set up the 3W's.

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GEMBA WALK (PROCESS WALK)

PathStone Group

Area of Focus	Date of Walk
Bottle forming production room	January 27, 2022

Participants		Reason of Inspection
Ernest Y	Winnie D	The reason for this gemba walk was to inspect Pack 3 for **existing visual management, kanban, and potential kanban oppurtunities.**
Akrin Val	Eric C	
Sunit F	Samuel J	

Observation Checklist	Score (1-5)	Observations
1. Room is clean and organized?	4	No current operation running; Although, packaging material from previous PRs (tubes, tins) still in the room; Unexpected pallet blocking the kanban
2. 5s enforced and followed?	4	No current operation running; Although, packaging material from previous PRs (tubes, tins) still in the room.
3. Standard Work Instructions and layouts are being followed?	N/A	Tables were set to the side due to no operations.
4. Maintenance required for any equipment?	5	No maintenance required.
5. Quality issues present (product issues, risks)?	N/A	No operation running; therefore, no quality risks found.
6. Workplace is safe and free of any hazards?	3	Cleaning supplies (alco spray) out and not in its proper location. Pack 3 does not have a chemical storage.

Process Observations
Kanban process for supplies is being followed

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Action Items		Parking Lot - Improvement Ideas
What?	Who?	Found too many people at station 3, ask Natalie the scheduled people status
Recalculate the material demand to update Kanban system	Eric	
Materials manaement status of staging area	Winnie	