Company Name: ____________________
Quality & Production Standard Operating Procedure

Created By: ____________________
Verified By: ____________________
Version: 1.0 · Est. Time: 30 min

Lean Gemba Walk Daily Standard Work Checklist

1.0 Objective & Quality Standard

The objective of this procedure is to standardize the daily Gemba Walk to ensure consistent observation of production areas, identification of non-conformances, and prompt corrective actions. The quality standard requires that all observed deviations from standard work, 5S conditions, or safety protocols be documented and assigned for resolution within the same shift. The walk must cover all designated zones as per the facility layout map, with a minimum of 80% of checklist items verified each day.

2.0 Required Tools & Gauges

- Digital tablet or clipboard with printed Gemba Walk checklist (ShopDocs mobile app preferred)
- Pen or stylus for notes
- Camera or tablet camera for photo evidence of conditions
- Red tags for flagging defects or safety hazards
- Personal protective equipment (PPE) as per area requirements
- Stopwatch or timer for observing cycle times if needed

3.0 Safety & Material Handling

- Wear required PPE for each zone: safety glasses, steel-toed boots, hearing protection, and high-visibility vest.
- Stay on marked walkways and avoid crossing active forklift paths.
- Do not touch moving machinery or interfere with operators during their work cycle.
- Report any immediate safety hazards to the shift supervisor before proceeding.

4.0 Step-by-Step Procedure

1. Review the previous day's Gemba Walk report and any open corrective actions to ensure follow-up is planned.
2. Open the ShopDocs Gemba Walk checklist on your tablet or retrieve the printed form and confirm the date, shift, and your name.
3. Start at the designated entry point of the production floor (e.g., raw material receiving area) and proceed in a clockwise direction through all zones.
4. At each workstation, observe the 5S condition: check for clutter, misplaced tools, and cleanliness. Score each area as Green (compliant), Yellow (minor issue), or Red (needs immediate action).
5. Verify that standard work instructions are posted and visible at each station. Ask one operator to explain their current task to confirm understanding.
6. Check for visual management boards: ensure they are updated with the current production status, quality metrics, and any safety notices.

7. Look for signs of waste (muda): excessive walking, waiting, inventory buildup, or defects. Note any observed waste on the checklist.
8. Inspect material flow: confirm that parts and components are staged correctly and that no bottlenecks are forming.
9. If a safety hazard or quality defect is spotted, stop and apply a red tag immediately. Record the location and issue in the checklist.
10. Engage with at least one operator per zone: ask if they have any suggestions for improvement or if they are facing any difficulties.
11. Complete the walk by returning to the starting point. Review all notes and ensure every checklist item has been addressed.
12. Submit the completed checklist in ShopDocs or hand the printed form to the QA office. Assign any open items to the responsible team lead with a due date.

5.0 Verification & Defect Reporting

1. After the walk, the QA Manager or designated lead reviews the checklist for completeness and accuracy within 1 hour.
2. Any red-tagged items must be entered into the ShopDocs corrective action log with a photo, location, and assigned owner.
3. For yellow-flagged items (minor issues), a follow-up check is scheduled for the next shift to confirm resolution.
4. If a critical safety or quality defect is found, the area supervisor is notified immediately and production may be halted until corrected.
5. All completed checklists are archived digitally for trend analysis and monthly management review.