Gemba walk sheet

Go where the work is done, watch it, and ask the people doing it. Write down what you **saw**, not what you think. Anything that needs fixing leaves the walk with **one owner and one date**.

AREA / LINE _____ DATE & TIME _____ WALKED BY _____ TODAY'S QUESTION _____

1 · Go and see
Stand at the process. Watch at least one full cycle before you say anything.

2 · Ask how, not who
"How do you know this one is good?" "What gets in your way?" You're looking at the process, not grading people.

3 · Close the loop
Every action gets one owner and a date. Next walk, check the last walk's actions first.

#	Where	What I saw	What they told me	Action · owner	Due	Done ✓
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						

Walking the floor every week? In Vector Operations Pro you flag each thing you see on your phone (iPhone or Android) with a photo and a pin on the area's map. Anything that needs action goes to one owner with a date and an email, overdue work climbs the org chart on its own, and the fix comes back with an after photo that someone else checks. Ask for your own demo plant at **support@vectorxpro.com**.