

# Gemba Observation Template



Process or Area:		
Office or Location:		Date
Observer's Name:		

Person's role and what they're trying to get done:	Who are the customers & stakeholders and what do THEY need and want?			
Circle the wastes you observe/hear this person experiencing in their work:				
<b>T</b> ransportation	<b>I</b> nventory	<b>M</b> otion	<b>U</b> nused Employee Creativity/talent/skills	
<b>W</b> aiting	<b>O</b> verprocessing	<b>O</b> verproduction	<b>D</b> efects	

<b>P</b> Describe the problems being experienced:	What are some possible root causes? (Use "5 Whys")

What info or data should we gather to better understand the root causes of problems? Who else should we talk to or observe?

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HALEY  
ALDRICH

What standard work is being used? What visual management techniques are evident?

What's working well (identify any processes or procedures working effectively for this person)

I What ideas does this person have for helping to reduce or remove the wastes and problems they're experiencing?

V What value would be increased if these problems were reduced/removed?