SITE survey. APP

SITE SURVEY REPORT

Gemba Walk Checklist

Prepared for	Unit 4, Calder Park, Wakefield (fictional)
Date	1 Oct 2026
Site	Unit 4, Calder Park, Wakefield
Prepared by	P. Walsh

FORM

Gemba Walk Checklist

1. The walk

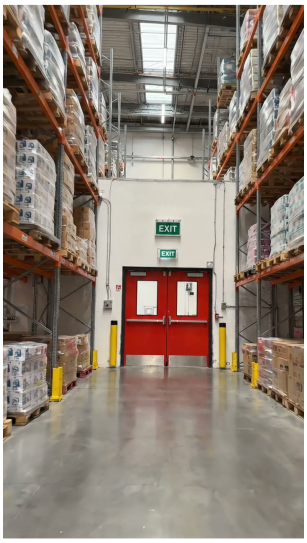
Project	Unit 4, Calder Park, Wakefield
Site	Unit 4, Calder Park distribution centre
Site address	Unit 4, Calder Park, Wakefield
Area or process walked	Pick aisles 5 to 8, day shift
Date	1 Oct 2026
Who walked?	P. Walsh (warehouse manager), D. Hirst (shift leader)
Were the actions from the last walk of this area done?	Some done
Theme of this walk	Flow and waste

> Go to where the work is done, watch it, and ask the people doing it. Ask why, not who. Do not correct people on the spot or turn the walk into an inspection.

2. What you saw

Is the standard for the work visible at the workplace?	Partly
Is the work done to that standard?	Mostly
Boards, targets and status displays	Out of date
Waste seen	Motion: people reaching, walking or searching, Waiting, Transport: moving things further than needed
Safety	Unsafe condition seen
What, and what was done about it?	Dented upright at aisle 8, bay 11, close to the floor. Bay offloaded and tagged out by the shift leader before we moved on. Racking inspection requested.
Workplace organisation	3

Photos



3. Conversations

Conversations 1: Picker, 2 years on site

Their role	Picker, 2 years on site
What did you ask?	What slows you down most on a shift?
What did they say?	Fast lines are at the far end of aisle 8, so I walk past slow stock all day. Also waiting for replenishment when a pick face runs out.
Any idea or problem they raised	Move the 20 fastest lines to aisles 5 and 6, nearest despatch

Conversations 2: Reach truck driver

Their role	Reach truck driver
What did you ask?	How do you know which pick faces need topping up?
What did they say?	The board by the office, but it is only updated at the start of the shift. Mostly pickers shout when a face is empty.
Any idea or problem they raised	Low-stock alert on the handheld scanner

Conversations 3: Pick team leader

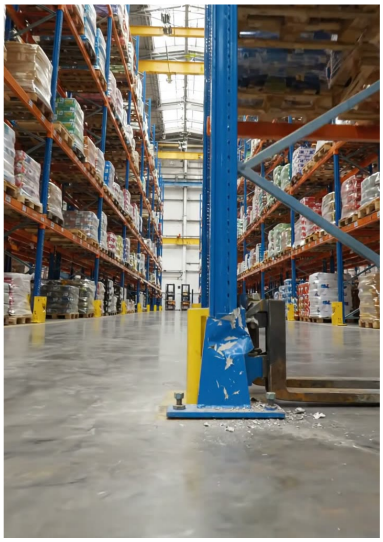
Their role	Pick team leader
What did you ask?	Is the pick standard up to date?
What did they say?	The laminated sheet at aisle 5 is last year's version. New starters learn from whoever is next to them.

4. Observations and actions

Observations 1: Problem

Type	Problem
What did you see?	Front upright at aisle 8, bay 11 dented near the floor. Bay was loaded. Second upright strike in these aisles this week (aisle 7, bay 3 found at the safety audit on 29 September).
Action	Racking inspection and replacement upright, bay stays tagged out until then. Review truck routes in aisles 7 and 8 with the safety adviser.
Who	P. Walsh
By when	8 Oct 2026

Photos



Observations 2: Problem

Type	Problem
What did you see?	Pickers waiting 5 to 10 minutes for replenishment at empty pick faces. Board only updated once a shift.
Action	Trial a mid-shift replenishment run at 11:00 for two weeks
Who	D. Hirst
By when	15 Oct 2026

Observations 3: Problem

Type	Problem

What did you see?	Pick standard on display at aisle 5 is last year's version. New starters learn the job from whoever is next to them.
Action	Update the pick standard, post it at each aisle and use it in new starter training
Who	D. Hirst
By when	22 Oct 2026

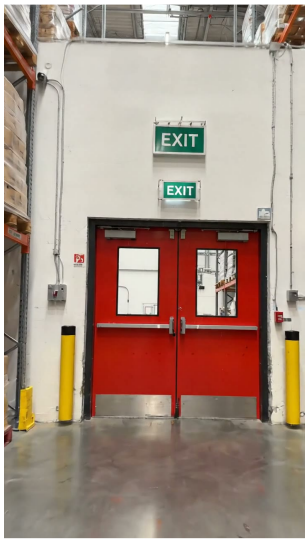
Observations 4: Idea

Type	Idea
What did you see?	Fast-moving lines are at the far end of aisle 8, furthest from despatch.
Action	Pull the top 20 lines by picks and plan a re-slot into aisles 5 and 6
Who	M. Ellis, stock controller
By when	24 Oct 2026

Observations 5: Good practice

Type	Good practice
What did you see?	Fire exit at the end of aisle 7 clear, signed and the floor marking kept free of pallets.

Photos



Observations	5
Problems	3
Have you fed back to the team before leaving the area?	Yes

Next walk of this area	15 Oct 2026
Signature	