**Gemba Walk Sheet/Area: Date: By:**

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| **Waste Category** | **Observation** | **Impact on value stream performance** | **Possible solution from people doing the work** |
| **Defects and rework** |  |  |  |
| **Overproduction and production of unwanted products of services** |  |  |  |
| **Waiting/idle time** |  |  |  |
| **Non Utilizing the knowledge, skills and abilities of people** |  |  |  |
| **Transportation of people, equipment and supplies** |  |  |  |
| **Inventory, excess equipment, supplies, product** |  |  |  |
| **Motion, movement by workers** |  |  |  |
| **Extra processing, unnecessary steps, questions, paperwork** |  |  |  |