



General Gemba Walk Checklist

conducted for

Cape Town Spa

Conducted on (Date and Time)

13 Jul 2018 03:32 PM

Prepared by

Liara Amell

Location

9 Green St, Cape Town City Centre, Cape Town, 8000, South Africa

Completed on

13 Jul 2018 03:41 PM

Score

3/4.0 - 75.00%

Failed Responses

This section lists responses that were set as "failed responses" in the template used for this audit

Question	Response	Details
Are our data and charts up-to-date?	No	Missing data from last quarter.

Actions

#1. Create a survey form.

Assignee: Jackie@capetownspa.com
Priority: MEDIUM
Due Date: 16 Jul 2018 03:35 PM
Audit: Cape Town Spa / 13 Jul 2018 / Liara Amell
Linked to item: What is the next step?
Status: To Do

Audit - 3/4 75.00%

Question	Response	Details
General Information		
Department	Customer Service	
Description of work	Reception	
List of participants	Kaidan Cousland	
Analyzing processes		Score (1/1) 100.00%
What is the standard or process to which you are working?	We greet all customers who enter and make sure we attend to their inquiries regarding our services and possible questions they have about our facility. Provide recommendations on services we offer. Gather feedback from all customers after they avail of our services.	
Do you think the standard or process is clear?	Yes	
What are we doing to meet the standard or process?	We get ourselves trained about the services and amenities we have for our customers.	
What is the goal we're trying to achieve with this process?	To make sure the customer's experience is a pleasant one and we get recommended to other potential customers by word of mouth.	
What can we do to improve the process?	Provide survey forms after each customer's visit and provide a suggestion box at the reception's desk.	
Problem-solving		
What can we do to flag nonconformances immediately so we can implement corrective action?	Proactively ask customers how they feel after the treatment and if there's any comment they may have about the service, the therapist, or the facilities.	
What kind of problems are you running into here?	Some customer's may not be as ready to provide feedback regarding their visit.	
Why is this a challenge?	We will not be able to know from the customer's point of view if we did a good job.	
What have you done to determine the root cause?	Some customers may be too relaxed or in that pleasant zone after a session and they cannot articulate what they have in mind so I gently ask some more until I get a response.	
What is the next step?	Perhaps provide a survey form with simple questions to gather feedback.	

Question	Response	Details
Tools and resources		Score (1/2) 50.00%
Are our data and charts up-to-date?	No	Missing data from last quarter.
Do you have everything you need for this process?	Yes	
What would help break down barriers to solving problems?	Our bosses need to know that we need another way to gather more feedback from customers.	
Continuous improvement		Score (1/1) 100.00%
What is today's priority and why?	Attend to all customers because it's a weekend and we expect more customers coming in today.	
What do you intend to improve today?	Answer more phone inquiries from customers.	
Are there any other question(s) you want to raise?	Yes	
List down your question(s)	Will we add more services to offer our customers in the future? Some of our frequent visitors are asking if we have something new to offer.	
Completion		
Observations and Recommendations	Kaidan was more than happy to provide his input and hopes the branch can be more competitive.	
Full Name and Signature of the Inspector	Liara Amell	13 Jul 2018 03:39 PM
		