Observation Sheet

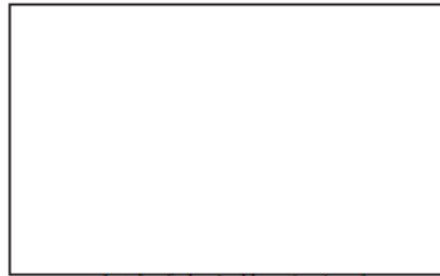## Observe a process NOT a person

OBSERVATION RECORD (1)

ACTIVITY: _____

PERSON OBSERVED: _____

LOCATION: _____

DATE: _____ OBSERVER: _____

sketch of physical location/work area

Time (2)	Activity	Operation	Travel	Inspection	Look-up (4)	Correction	Interruption	Source Msg	NOTES (3)
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1. Identify process (activity), environment & person to observe
   - Explain/involve person(s) to be observed

2. Time & Record all activities
   - Use whole time units

3. Document everything
   - Do NOT ask questions or make suggestions during observation

4. Determine Activity Type
   - Value added (operational) or waste?

5. Review/Validate with Person(s) Involved