



(UMS)- (FACILITY WALKPATH)- (3): UMS-(FACILITY PASSPORT/WALKPATH)-01  
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## FACILITY WALK PATH

### 1. INTRODUCTION/DEFINITION

Facility Walk path is an A-Z journey for any site covering all the vital locations as a part of daily checklist essential for the upkeep and health of the facility.

As the environment in which we live is of utmost importance to us, in the same way, hygienic and conducive working conditions and health and safety of the employees in the workplace, is of equal importance.

Facility Walk path is a tool like a guided tour of the facility, with the know-how of what, where, do's and don'ts, safety, nature of work and contingency planned in a facility. Thus, it is nothing but an inspection checklist which covers all the critical aspects of the Distribution Center (DC).

### 2. OBJECTIVE

“Out of sight is out of mind.” The objective is to list down every minute details relating to the working of the facility/process and to do a complete check on daily basis.

### 3. DESCRIPTION

#### 3.1 PURPOSE

While following the routine, we may slip out on keeping a check on few important aspects which could lead to any breakdown, accident, inconsistency in results, and minor disruption in services, productivity, yield, and potential hazard to the environment. Therefore it is important to revisit all the key elements to avoid any such issues which could lead to disruption and impact our quality of services to our customers.

The detailed check should include the following –

- 3.1.1 Complete details from entry to exit
- 3.1.2 Names of all buildings, departments
- 3.1.3 Details of activities carried out in the various sections
- 3.1.4 Safety measures, emergency exits and assembly points
- 3.1.5 Safety officer and first aid team
- 3.1.6 List of items, articles prohibited in the facility
- 3.1.7 Short map of the facility with key locations, exits and contact numbers
- 3.1.8 Details of drainage and disposal mechanism
- 3.1.9 Snapshot of policies, do's and don'ts
- 3.1.10 Types of equipment used in facility
- 3.1.11 Emergency contacts (fire, police, ambulance and hospital)
- 3.1.12 Health declaration (self-declaration) before entering sensitive area
- 3.1.13 Details of audits, certifications and accreditations for the facility
- 3.1.14 Pledge to maintain safety rules and not violating any that may lead to risk of life and property.



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### 3.2 INCLUSIONS

- 3.2.1 A walk path should be such that it avoids duplication and follows a logical sequencing either as per flow of activity or design of the facility.
- 3.2.2 Facility walk path could be in written or digital form.
- 3.2.3 A virtual tour could be developed with help of audio visual tools.

### 4. TYPES

The Facility Walk Path can be in two forms:

- 4.1 Written and Descriptive
- 4.2 Audio Visual

### 5. RELEVANCE AND CONTEXT IN DC PREMISES (GENERIC)

Facility Walk path is essential and applicable to all the Distribution Centers (DC) for the smooth and disruption free work process as well as for the safety of the facility and the workers.

### 6. RELEVANCE AND CONTEXT IN DC PREMISES (CUSTOMIZED AS PER CLIENT AND AS PER UNIT AS APPLICABLE)

It is applicable to all DC's and need to be customized as per DC size and activities carried out in it.

### 7. PROCESS STEPS

- 7.1 Listing of all the activities performed in a DC / Warehouse.
- 7.2 Collection of data for various activities.
- 7.3 Tabulate data in a work flow.
- 7.4 Validate the checklist and work flow.
- 7.5 Publish the checklist.
- 7.6 Assign responsibilities to all function heads to carry out the walk path.
- 7.7 Conduct internal meeting for discussion and improvisation of the walk path.
- 7.8 Once final, assign a document control number to walk path.
- 7.9 Prepare a roaster for walk path.
- 7.10 Review the walk path findings and observations.
- 7.11 Measure location / function wise deviation.
- 7.12 Call for corrective action and measure the same with definitive timeline.
- 7.13 Publish if the observation made is open or closed.

### 8. EMPLOYERS RESPONSIBILITIES

- 8.1 Provide necessary infrastructure for employee to work in safe and healthy work environment.
- 8.2 Fulfill all statutory compliances.
- 8.3 Classify DC walk path as mandatory and include the same in work place safety measures.
- 8.4 Conduct regular reviews of the same in board meetings
- 8.5 Get external audit done to know awareness level among employees.



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8.6 Plan for an online test for all employees and make it part of annual performance review.

## 9. EMPLOYEE RESPONSIBILITIES

- 9.1 Work place safety is of utmost importance so follow the instructions religiously.
- 9.2 Understand the difference between correction and corrective action
  - 9.2.1 Correction is sorting out the problem after removing root cause.
  - 9.2.2 Corrective action is planning so that problem does not occur again.
- 9.3 Educate self and colleagues.
- 9.4 With change in activity, services carried out and layouts revisit the walk path.

## 10. REGULATORY/COMPLIANCE NORMS

Strict adherence to ensure that daily walk path is conducted and that all the parameters mentioned in the checklist are followed.

## 11. ELIMINATION/CONTROL-PREVENTIVE MEASURES

Covered under DO's

## 12. ELIMINATION/CONTROL-CORRECTIVE MEASURES

Ensure multiple employees are trained on how to conduct Facility Walk path in case of the concerned person on leave.

## 13. LIMITATIONS

Due to high throughput, conducting Facility Walk path during Month end becomes difficult as all the employees are occupied with month end operations so as to achieve customer sales resulting to customer satisfaction.

## 14. FAQ's

### 14.1 I do my work sincerely and do not violate any rule so how relevant DC passport or walk path is to me?

- a) This is an additional skill that is developed over a period of time that would improve your career growth and future prospects.
- b) Due to someone else's negligence, there could be a fatality risking life of everyone. So it is important to observe others and correct them when you see something wrong.

## 15. DO's AND DON'Ts

### 15.1 DO's

- 15.1.1 Conduct walk path on daily basis.
- 15.1.2 Take corrective actions.
- 15.1.3 Identify potential issues and work to eliminate them.

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- 15.1.4 Prepare a core team to work on facility safety, productivity and compliance.
- 15.1.5 Have department wise representation in the core team.
- 15.1.6 Have open house and town hall meetings to spread awareness.
- 15.1.7 Conduct online tests to measure employee understanding.
- 15.1.8 Encourage sightseers and reward them.
- 15.1.9 Display function / department wise findings.
- 15.1.10 Review policies and revise them as and when required.

#### 15.2 DON'Ts

- 15.2.1 Fill documents just for the sake of documentation.
- 15.2.2 Ignore any wrong or unpleasant act.
- 15.2.3 Forget to report any observation.
- 15.2.4 Cover-up wrong actions of your colleague.

#### 16. GLOSSARY

Click on the link to view the glossary - [GLOSSARY](#)

#### 17. CHECKLISTS - (OPERATING, TRAINING CHECKLIST, DIALY CHECKLISTS)

A sample true copy of the facility walk path of MCD Walk path, YUM Walk path and Commissary Walk path is attached for your reference: [Kalamboli Walk path-Radhakrishna Foodland Pvt.Ltd](#)

#### 18. CONCLUSION

Thus, the significance of Facility Walk path cannot be over emphasized. To keep a check on every detail of the facility and the processes that are carried out within the facility are extremely important for the smooth, safe and successful functioning of the DC.