



JAPAN SRI LANKA TECHNICAL & CULTURAL ASSOCIATION

Alumni of the Association for Overseas Technical Cooperations and Sustainable Partnerships
(AOTS) Japan

Office: Sasakawa Center, No. 4, Bala Tampoe Lane , Colombo 3. Sri Lanka.

Tel: (94) 11 2337007 e-mail: info@jasteca.org Web: www.jasteca.net

APPLICATION FOR NAGAAKI YAMAMOTO KAIZEN AWARD – 2025

Notes to Applicants:

- Those institutions who have won at least a Merit Award in JASTECA 5S Competition are eligible to apply for this Award
- Kindly fill up the application by using computer and avoid handwriting
- Clearly mention the address of the audit location
- Submitting KAIZEN manual which includes detailed information of areas mentioned in this application in soft format (PDF) is required for all the applicants
- Manual on KAIZEN Implementation should be submitted covering all the areas mentioned in this application
- Clear route map to the audit location and organization chart are required to be attached by all applicants.

Section A: Details of the Institution

1. Name of Organization & Address

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2. Contact Person

Name	(Dr./Mr./Mrs./Ms./.....)			
Designation				
Mailing Address				
Contact Details	Fixed Line		Mobile	
	Fax		E mail	



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3. Incorporation

(a) Date of Incorporation of
the Institute

(b) Date of Commencement of
Operation

(c) Principal Activities

(d) Ownership

Local

%

Foreign

%

4. Employees

(a) Number of Employees as at end of the following years

2022		2023		2024	

(b) Name of employees' Trade Union/s (if any)

5. Award/s won in "Taiki Akimoto 5S Awards" Competition (Merit & above)

Name of the Award and Category	Year



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6. Details of other National/International awards won by the institution

Name of the competition	Awarding Authority	Class of Award	Year

Section B: KAIZEN

1. KAIZEN Part 1

- a. Indicate how you practiced encouraging employees to join the Kaizen Suggestion Scheme.

- b. Indicate the criteria made known to employees regarding the Kaizen Suggestion Scheme.



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- c. Indicate methods you practice in rewarding the employees forwarding Kaizen Suggestions with tangible results.

- d. Indicate the value of tangible results gained by the Institution from the total Kaizen Suggestions Scheme in 2022, 2023 & 2024.

- e. Indicate how you rewarded employees on account of Kaizen Suggestions for 2022, 2023 & 2024.

- f. Indicate mechanisms you adopted to consider Value of Kaizen Suggestions made by individual employees through their annual appraisals.



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2. KAIZEN Part 2

Note:

GEMBA Workers means employees directly related to company's material flow in Manufacturing industry or Customer service in Service industry

Staff members means other employees in middle and top management

a. Number of KAIZEN ideas suggested by workers during the past one year.

GEMBA workers	Staff

b. Number of ideas implemented out of suggested.

GEMBA workers	Staff

c. Number of workers awarded in the past one year for suggesting/implementing KAIZEN Ideas.

GEMBA workers	Staff

d. Mechanism for sharing KAIZEN ideas among employees within institution.

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e. Responsible Division/Section/Unit/officer within the institute for organizing KAIZEN activities

f. Responsible Division/Section/Unit/officer within the institute for evaluation suggested KAIZEN ideas for final judgement/implementation

g. Motivation factors within the institute for sustaining KAIZEN Activities

h. Usage of Techniques			
Technique	Implementation Level (Please "✓")		
	Not used but have knowledge	Being Introduced	Fully Implemented
Quality Control Circles (QCC)			
Seven Tools of Quality improvement			
Total Productive Maintenance (TPM)			
Just-in-Time (KANBAN)			
Policy Deployment (Hoshin-Kanri)			
Mistake Proofing (Poka-Yoke)			



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- i. Please mention any other techniques (except KAIZEN) implemented to improve productivity of the institution, if any

Note:

During the Evaluation Audit tour, it is required to show five KAIZEN results which were completed during the past one year.

Section C: Japanese Style Management Techniques in Practice

*Detailed description on following topics should be included in
"KAIZEN Implementation Manual"*

1. 5S concept

- a. Describe how the 5S concept is sustained in the organization

2. QCC's, 5S Sub Committees

- a. Indicate the formation of QCC/5S SC throughout the Institution by way of an organization chart.
- b. Indicate the tangible financial benefit estimated & actual from the QCC/5S SC from each Dept/Section for the years 2022, 2023 & 2024.
- c. Who were the top three contributors among departments and employees of the QCC/5S SC within the Institution in 2022, 2023 & 2024?
- d. What was the method such contributors were rewarded during the years 2022, 2023 & 2024?
- e. Indicate the tangible proofs on improving the Quality of Product/Service during 2022, 2023 & 2024.

3. TPM (Total Productive Maintenance)

- a. Provide details of the Four Developmental Stages of TPM, such as, Breakdown Maintenance, Preventive Maintenance, Productive Maintenance and TPM.
- b. Provide details of how you maximized Equipment Effectiveness.
- c. Provide the steps of the TPM Development.
- d. Provide details of the TPM Implementation and Stabilization.
- e. Explain any other TPM Development Plans established.

4. KANBAN (Just-In-Time)

- a. Indicate the process adopted in your Institution to achieve the Kanban System.
- b. Indicate the developments made to Systems & Processes due to implementation of the Kanban System.
- c. Indicate the tangible benefits obtained by the Institution on account of implementing Kanban Systems in 2022, 2023 & 2024.
- d. Indicate evidence you have, to show the participation of employees in developing a Kanban System.
- e. Indicate the overall tangible effect to the Institute in implementing Kanban Systems in 2022, 2023 & 2024.
- f. Indicate the effect on the Inventory Management (Inventory Days to Total Inventory Cost) due to implementation of Kanban Systems from 2022 to 2024.

5. HOSHIN KANRI (Policy Deployment)

- a. Indicate the key business issues facing the organization.
- b. Indicate the established measurable business objectives that address these issues.
- c. Define the overall vision and goals of the organization.
- d. Indicate the developed supporting strategies for pursuing the goals. In the Lean organization, this strategy includes the use of Lean methods and techniques.
- e. What are the determined tactics and objectives that facilitate each strategy?
- f. Indicate how performance measures were implemented for every business process.
- g. Indicate the Measures taken to improve business fundamentals.

6. POKA YOKE (Mistake Proofing)

- a. Indicate how the Implementation in the Manufacturing/Production Industry.
- b. Indicate how the Implementation in the Service Industry.
- c. Indicate the Tangible Results obtained through such projects (Value) in Savings for One Year.
- d. Indicate the Record of the Person's Name, Project, Department/Section, Description of the Project, Tangible result in Value/Year.

7. Seven Tools of Quality Improvement

- a. Indicate how you have practiced the following in your day-to-day work.
 - i. Flow Charts
 - ii. Cause & Effect Diagrams
 - iii. Check Sheets
 - iv. Histograms
 - v. Pareto Charts
 - vi. Scatter Diagrams
 - vii. Control Diagrams

8. Other Techniques

- a. Indicate with details, any Evidence of other Japanese Management Techniques used to improve the KPI's of the Institution.



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Section C: Affirmation

I hereby affirm that all facts stated/provided in this application form are true and accurate to the best of my knowledge. Any false statement will disqualify us from the “Nagaaki Yamamoto Kaizen Award” Competition. I have read and understood the rules and regulations of the Award thoroughly and agree to be bound by same.

Name

(Dr./Mr./Mrs./Ms./.....)

Designation

Date

Company Stamp