



# 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](mailto:info@jasteca.org) Web: [www.jasteca.org](http://www.jasteca.org)

## NAGAAKI YAMAMOTO KAIZEN AWARD – 2025

### GUIDELINE/RULES AND REGULATIONS FOR NAGAAKI YAMAMOTO KAIZEN AWARD – 2025

THE FOLLOWING NOTES SHOULD BE TAKEN INTO CONSIDERATION, BEFORE THE APPLICATION FOR THE “NAGAAKI YAMAMOTO KAIZEN AWARD” IS COMPLETED.

IT IS RECOMMENDED THAT AN APPLICANT FORWARDS ALL DETAILS AND PROOF OF ACHIEVEMENTS OF KIZEN IMPLEMENTATION ALONG WITH THE APPLICATION FOR THE COMPETITION TO ENSURE THAT THE EVALUATION OF AN APPLICANT HAS A FAIR OPPORTUNITY TO BE ACCEPTED FOR THE KAIZEN COMPETITION BY THE JASTECA 5S AWARDS COMPETITION EVALUATION COMMITTEE.

#### 1. ELIGIBILITY

Those institutions who have participated in a previous JASTECA 5S & Kaizen Competition or those who have implemented and practiced 5S and Kaizen activities in their organization for at least one year are eligible to apply for this Award.

#### 2. AUDIT LOCATION

Provide the address and the details of the contact person at the location to be audited.

#### 3. CONTACT PERSON

Designate a person who is knowledgeable about the Applicant Organization, its structure & operations and who will be available to answer inquiries before & during the Preliminary and Final Audits.

#### 4. COMPETITION FEE

Competition fee for Short-listed & accepted Applicants for the competition is **Rs.35,000.00**.

Please Transfer/Deposit fees after receiving the confirmation of shortlisting, to following bank account and email the copy of payment slip or transfer note to [finance@jasteca.org](mailto:finance@jasteca.org) or [info@jasteca.org](mailto:info@jasteca.org).

**Account Name:** “Japan Sri Lanka Technical & Cultural Association”

**Bank Name:** Seylan Bank, Millennium Branch, Galle Road, Colombo 3.

Account No : **0860 33479719 001**  
Swift code : **SEYBLK LX**  
Bank code : **7287**  
Branch code : **086**

#### 5. AFFIRMATION

Provide the signature of the Applicant’s highest-ranking official. This signature acknowledges that the answers/details provided are accurate for the NAGAAKI YAMAMOTO KAIZEN AWARD – 2025.

While conducting either the Preliminary or Final Audit, if the Auditors discover that one or more of the details given in the Application are inaccurate, the Applicant will no longer be eligible for any of the Awards.

#### SPECIAL NOTES:

- A **Winner of the Gold Award** at the “Nagaaki Yamamoto Kaizen Competition Awards” is eligible to compete again only after a period of three (03) years.



# 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](mailto:info@jasteca.org) Web: [www.jasteca.org](http://www.jasteca.org)

- b. All documents attached to the application form should be in **A4 size** and converted to **PDF format**.
- c. Application and Guideline can be downloaded from the web site [www.jasteca.net](http://www.jasteca.net)
- d. Application and Supporting documents should be uploaded to the JASTECA website.
- e. The following documents should be compulsorily submitted **in PDF** format with the completed application.
  - a. Self-completed audit Sheet (audit sheet will be uploaded to the website)
  - b. KAIZEN Implementation Manual which includes all the detailed information requested in the Application form.
- f. File Name format should be as follows for the easy identification of the documents of each organization.

Document	File Name Format
Completed Kaizen Application	Organization Name-KAIZENApplication.pdf
KAIZEN Implementation Manual	Organization Name-KAIZENManual.pdf
KAIZEN Evaluation Sheet	Organization Name-KAIZENEvaluationSheet .pdf

- g. **Username and Password to upload the documents shall be obtained through following e mail.**  
[info@jasteca.org](mailto:info@jasteca.org)
- h. Applicants who are located in an Industrial Zone should arrange the necessary Entry Passes along with an employee of the Applicant to direct the JASTECA Audit Team to the Applicant's Location.
- i. The decision of the JASTECA Executive Committee in the selection of winners will be final.
- j. **Closing Date** for the applications is **28<sup>th</sup> of February 2025**.

For any clarifications, please contact:

**Senior Manager / Training Executive**

**JAPAN SRI LANKA TECHNICAL & CULTURAL ASSOCIATION (JASTECA)**

No: 4, Bala Tampoe Lane (formerly 22<sup>nd</sup> Lane) Colombo 03

Telephone: +94-11-2449057 | 077 8582992 | 076 8572992

Email: [info@jasteca.org](mailto:info@jasteca.org)