



GUIDELINE FOR COMPLETING TAIKI AKIMOTO 5S APPLICATION – 2025

THE FOLLOWING NOTES SHOULD BE TAKEN INTO CONSIDERATION, BEFORE THE APPLICATION FOR THE “TAIKI AKIMOTO 5S AWARDS” COMPETITION IS COMPLETED.

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

1. Name of the Organization and Address

Provide the Applicant’s Company name, whether the Applicant is a subsidiary or a Department or a Section of the Parent Company, such should be indicated, as this will be the name that will be indicated on the Award, if you win.

2. Audit Location

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

3. Highest-Ranking Official

Provide the contact information of the Applicant organization’s highest-ranking official.

4. 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.

5. Alternative Contact Person

In the event that the Contact Person is not available, an Alternative Contact Person will be needed to answer questions or convey a message to the Contact Person. Designate a suitable person for that purpose.

6. Applicant’s Status

Indicate how long the Applicant has been in existence prior to the application date (28th February 2025) and the details of participation for the competition in previous years if any.

7. Awards & Categories for 2025

Gold, Silver & Bronze Awards will be presented in all categories of Large, Medium, Small and Micro to Applicants who have achieved a very high standard on the total criteria of the 5S Competition. JASTECA has the final authority in deciding the winners.



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.org

Award categories for the organizations will be decided based on the number of employees.

Micro Category : Less than 10 employees

Small Category : 11-50 employees

Medium Category : 51 - 250 employees

Large Category : over 250 employees

(Permanent, Temporary, Casual and Out-sourced personnel are considered as employees of the organization.)

Merit Awards will be awarded to competitors who have achieved a standard of over 65% of the total 5S Competition criteria.

The Certificate of Conformity will be awarded to competitors who have achieved a standard of over 50% (and less than 65%) of the total 5S Competition criteria.

8. Registration Fees

(a) Application Fee

Transfer/Deposit non-refundable fee of Rs. **10,000.00** to following bank account and upload the copy of payment slip/transfer note with the application.

(b) Competition Fee

Fee payable by short-listed & accepted Applicants for the competition will be based on the award category relevant to the organization as mentioned in the application.

Micro : Rs. 25,000.00

Small : Rs. 30,000.00

Medium : Rs. 40,000.00

Large : Rs. 50,000.00

9. Payments

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

Transfer/Deposit relevant fee after receiving the confirmation of shortlisting to following bank account and email the copy of payment slip/transfer note to finance@jasteca.org or info@jasteca.org

10. Details of Applicant Organization

- Total number of employees as of 01st January 2025 (Permanent, Temporary, Casual and Outsourced)
- The Organization Chart of the Applicant. In each box, include the name of the unit/section/division and its head.
- Route Map of the Applicant's location clearly on an A/4 sheet of paper. 5S Competition Auditors from JASTECA should be able to find their way to the Applicants' location without any hassle.
- The Applicant should provide the Layout Plan of the Premises on an A/4 Sheet, indicating the main Departments & Sections. Surveyor Plan could be used as the base for such Site-Plan.



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- e. The Applicants should provide information / details as to how the 5S Concept has been implemented in order to sustain the:
- (a) Leadership of Management
 - (b) Seiri
 - (c) Seiton
 - (d) Seiso
 - (e) Seiketsu
 - (f) Shitsuke
- Applicant may use before & after Photographs, lists of activities that were Implemented to be successful in sustaining the 5S Concept etc.
- f. Applicants should provide statistical graphical details for a minimum of **2 to 3 most recent years (2022/2023/2024)**, as to how the 5S Concept implementation has achieved tangible benefits on:
- (a) Productivity
 - (b) Quality
 - (c) Cost
 - (d) Delivery
 - (e) Safety
 - (f) Moral (Attendance, Labor turnover)
- The details of data relevant to the graphical presentations should be submitted along with each of such graphical presentations.

11. Benefits after 5S

Indicate three (3) examples with detailed evidence how the organization/employees/the General public have been benefited after implementation of 5S concept in the organization.

Note:

All the information requested under items No 10 and 11 should be included in the 5S Manual of the organization.

12. Subsidiary

This should be filled only if the Applicant wishes to identify it as a Subsidiary/Dept./Section of the Institution. Apart from section of a location/premises will not be considered as an Applicant for the 5S Awards Competition. Provide the name and address of the Institution/Company and the Name and Title of the highest-ranking official.

- a. Briefly describe the major functions provided by the Applicant either to the Parent Organization or to the Market.

13. Self-Certification Statement, Signature of the Highest-Ranking Official

Provide the signature of the Applicant's highest-ranking official. This signature acknowledges that the answers/details provided are accurate for the Taiki Akimoto 5S Awards Competition – 2025.

While conducting either the Preliminary or Final 5S 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. However, the Applicant may be eligible for the feedback provided on its organization at the Preliminary Audit.

Special Notes:

- a. A Winner of the Gold Award at the “**Taiki Akimoto 5S Competition Awards**” is eligible to compete again only after a period of three (03) years.
- b. Applicant for the competition should be the sole occupant at the location/premises. If the Applicant is only a part or section of the location/premises, such **Applicant will not be short-listed for the competition.**



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- c. All documents attached to the application form should be in **A4 size** and converted to **PDF format**.
- d. Application and Guideline can be downloaded from the web site www.jasteca.net
- e. Application and Supporting documents should be uploaded to the JASTECA web site.
- f. The following documents should be compulsorily submitted in PDF format with the completed application.
 - a. Self-completed audit Sheet
 - b. 5S Manual which includes all the information requested under items No. 10 & 11.
 - c. A copy of payment slip/transfer note for application fee
- g. File Name format should be as follows for the easy identification of the documents of each organization.

| Document | File Name Format |
|-------------------------------|--------------------------------------|
| Completed Application | Organization Name-5S Application.pdf |
| 5S Manual | Organization Name-5S Manual.pdf |
| Audit Sheet (Self Evaluation) | Organization Name-5S Audit Sheet.pdf |
| Payment Slip/Transfer Note | Organization Name-Application Fee |

h. Username and Password to upload the documents shall be obtained through following email.

info@jasteca.org

- i. Applicants who are located in an Industrial Zone should arrange the necessary Entry Passes along with an employee of the Applicant to direct the 5S Audit Team to Applicant's Location.

j. Extended Closing Date for the 5S and Kaizen applications is 25th March 2025.

k. The 5S manual can be uploaded on or before 29th March 2025

For any clarifications, please contact the following.

Senior Manager / Training Executive

JAPAN SRI LANKA TECHNICAL & CULTURAL ASSOCIATION (JASTECA)

No: 4, Bala Tampoe Lane (formerly 22nd Lane), Colombo 03.

Telephone: 011 2337007, Mobile: 077 858 2992, 076 857 2992

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