**NAGAAKI YAMAMOTO KAIZEN AWARDS COMPETITION - 2021**

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| --- | --- |
| Name of the Organization – Dept / Section | **Date of audit** |

**Details of Acquired Taiki Akimoto 5S Awards, ISO 9000, ISO 14000, HR Awards etc.**

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**KAIZEN Part 1**

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|  | **Description** |  | | | | | |
| **1** |  | | | | | | |
| **1.1** | Method/system practiced to encourage employees to join/support the Kaizen Suggestion Scheme. |  | 1 | 2 | 3 | 4 | 5 |
| **1.2** | Sustainable Method adopted for the Criteria of the Kaizen Suggestion Scheme made known to employees. |  | 1 | 2 | 3 | 4 | 5 |
| **1.3** | Sustainable Methods/systems practiced in rewarding the employees forwarding Kaizen Suggestions with tangible results. |  | 1 | 2 | 3 | 4 | 5 |
| **1.4** | The Value of the Tangible Results gained by the Institution from the total Kaizen Suggestions Scheme from 2018 to 2020. |  | 1 | 2 | 3 | 4 | 5 |
| **1.5** | Proof of Rewarding Employees on account of Kaizen Suggestions from 2018 to 2020. |  | 1 | 2 | 3 | 4 | 5 |
| **1.6** | Proof of the Mechanism adopted to consider Value of Kaizen Suggestions made by individual employees in Annual Appraisals. |  | 1 | 2 | 3 | 4 | 5 |
| **1.7** | Proof of Reduction/Elimination of Waste through the implementation of Kaizen Suggestions from 2018 to 2020. |  | 1 | 2 | 3 | 4 | 5 |
| **1.8** | Proof of Kaizens being practiced throughout the Institution from CEO to Workers. |  | 1 | 2 | 3 | 4 | 5 |
| **1.9** | Proof of achieving sustainable Total Quality Management by the use of Kaizens |  | 1 | 2 | 3 | 4 | 5 |
| **1.10** | Proof of using the PDCA Cycle to resolve abnormalities in the Production/Service Lines. |  | 1 | 2 | 3 | 4 | 5 |
|  | **TOTAL** | **50** |  | | | | |

**Kaizen Part 2**

**GEMBA Workers** -employees directly related to company’s material flow (Manufacturing industry), or Customer service (Service industry)

**Staff members** - Other employees (such as QC, middle and top management)

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|  | | **Description** |  | | | | | | | |
| **2** | |  | | | | | | | | |
| **2.1** | | KAIZEN ideas suggested from GEMBA workers in the past one year |  | 2 | | 4 | 6 | 8 | | 10 |
| **2.2** | | Suggested ideas of GEMBA workers actually implemented |  | 2 | | 4 | 6 | 8 | | 10 |
| **2.3** | | KAIZEN ideas suggested from Staff Members in the past one year |  | 2 | | 4 | 6 | 8 | | 10 |
| **2.4** | | Suggested ideas of Staff Members actually implemented |  | 2 | | 4 | 6 | 8 | | 10 |
| **2.5** | | No. of GEMBA workers were awarded in the past one year |  | 2 | | 4 | 6 | 8 | | 10 |
| **2.6** | | No. of Staff Members were awarded in the past one year |  | 1 | | 2 | 3 | 4 | | 5 |
| **2.7** | | How KAIZEN ideas are shared among employees? |  | 1 | | 2 | 3 | 4 | | 5 |
| **2.8** | | Who (or which section) is organizing KAIZEN activities? |  | 1 | | 2 | 3 | 4 | | 5 |
| **2.9** | | Who is evaluating suggested KAIZEN ideas (for final judgment) ? |  | 1 | | 2 | 3 | 4 | | 5 |
| **2.10** | | Motivations to sustain KAIZEN activities |  | 1 | | 2 | 3 | 4 | | 5 |
|  | | **TOTAL** | **75** |  | | | | | | |
|  | |  |  |  | | | | | | |
| **3** | **5 Kaizen ideas completed** | | | | | | | | | |
| **3.1** | Kaizen idea 1. |  | | 1 | 2 | 3 | 4 | | 5 | |
| **3.2** | Kaizen idea 2. |  | | 1 | 2 | 3 | 4 | | 5 | |
| **3.3** | Kaizen idea 3 |  | | 1 | 2 | 3 | 4 | | 5 | |
| **3.4** | Kaizen idea 4. |  | | 1 | 2 | 3 | 4 | | 5 | |
| **3.5** | Kaizen idea 5 |  | | 1 | 2 | 3 | 4 | | 5 | |
|  | TOTAL | **25** | |  |  |  |  | |  | |
|  |  |  | |  |  |  |  | |  | |
|  | Cumulative Total | **150** | |  | | | | **%** | | |

Marks to be given from 2.1 to 2.4 according to the percentages as follows

1. Total suggested Kaizen ideas of GEMBA workers (Staff Members) x 100 = %

Total no. of GEMBA WORKERS (Staff Members) 12

2. Total Kaizen ideas implemented x 100 = %

Total Kaizen ideas received

AUDITED BY

|  |  |  |
| --- | --- | --- |
| **#** | **Name** | **Signature** |
| **1** |  |  |
| **2** |  |  |
| **3** |  |  |