

## **NAGAAKI YAMAMOTO KAIZEN AWARD – 2021**

### **GUIDELINE/RULES AND REGULATIONS FOR NAGAAKI YAMAMOTO KAIZEN AWARD – 2021**

THE FOLLOWING NOTES SHOULD BE TAKEN INTO CONSIDERATION, BEFORE THE APPLICATION FOR THE “NAGAAKI YAMAMOTO KAIZEN 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 KIZEN COMPETITION BY THE JASTECA 5S AWARDS COMPETITION EVALUATION COMMITTEE.

#### **1. ELIGIBILITY**

Those institutions who have won at least a Merit Award in JASTECA 5S Competition are eligible to apply for this Award

#### **2. AUDIT LOCATION**

Provide the address and the details of the contact person of 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 will be Rs. 25.000.00

Trasfer/Deposit fee after receiving the confirmation of shortlisting to following bank account and email the copy of payment slip/transfer note to [jasadmin@itmin.net](mailto:jasadmin@itmin.net) and/or [info@jasteca.net](mailto:info@jasteca.net)

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 – 2021

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

- b. All documents attached to the application form should be in **A4 size** and converted to **PDF format** .
- c. Application and Guide line 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 web site.
- e. Following documents should be compulsorily submitted in PDF format with the completed application.
  - a. Self completed audit Sheet
  - b. KIZEN 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

Applicant to direct the 5S Audit Team to Applicant's Location.

- i. The decision of the JASTECA Executive Committee in the selection of winner/s will be final.
- j. **Closing Date** for the applications will be **31<sup>st</sup> July 2021.**

Document	File Name Format
Completed KIZEN Application	Organization Name-KIZEN Application.pdf
KIZEN Implementation Manual	Organization Name-KIZEN Manual.pdf
KIZEN Evaluation Sheet	Organization Name-KIZEN Evaluation Sheet .pdf

- g. User Name and Password to upload the documents shall be obtained through following e mails.  
[jasadmin@itmin.net](mailto:jasadmin@itmin.net) , [info@jasteca.net](mailto:info@jasteca.net)
- h. Applicant who is located in an Industrial Zone should arrange the necessary Entry Passes along with an employee of the



Japan Sri Lanka Technical & Cultural Association  
Alumni of the Association for Overseas Technical Cooperations and Sustainable Partnerships –  
(AOTS) Japan.

No. 4, Bala Tampoe Lane , Colombo 3. Tel: (94) 11 2337007 Fax 0112449057

Web: [www.jasteca.net](http://www.jasteca.net)

---

For any clarifications, please contact

Administrative Manager

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

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

Telephone: +94-11-2449057 ; +94-11-2337007 | 0773123473

Email: [jasadmin@itmin.net](mailto:jasadmin@itmin.net) ; [info@jasteca.net](mailto:info@jasteca.net)