



### **GUIDELINE FOR COMPLETING TAIKI AKIMOTO 5S APPLICATION – 2021**

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 PROOF 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, if 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 won.

#### **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 for how long the Applicant has been in existence prior to the application date (May 2021) and the details of participation for the competition in previous years if any.

#### **7. Registration Fees**

##### **(a) Application Fee**

Transfer/Deposit non-refundable fee of **Rs. 4, 500.00** to following bank account and upload the copy of payment slip/transfer note with the application.

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**

### **(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. 20,000.00  
Small : Rs. 25,000.00  
Medium : Rs. 35,000.00  
Large : Rs. 40,000.00

Transfer/Deposit relevant 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)

### **8. Awards & Categories for 2021**

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.

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

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

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

Permanent, Temporary, Casual and Outsourced personnel are considered as employees of the organization.

### **9. Details of Applicant Organization**

- a. Total number of employees as at 01<sup>st</sup> May 2021
- b. The Organization Chart of the Applicant. In each box, include the name of the unit/section/division and its head.
- c. 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 Applicant without any hassle.
- d. 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.
- e. Applicant 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 and
  - (f) Shitsuke.

Applicant may use before & after Photographs, lists of activities that were Implemented to be successful in sustaining the 5S Concept etc.

- f. Applicant should provide statistical graphical details for a minimum **of 2 to 3 most recent years (2018/2019/2020)**, 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.

#### **10. 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 the item No 9 and 10 should be included in the 5S Manual of the organization***

#### **11. Subsidiary**

This should be filled only if the Applicant wishes to identify it as a Subsidiary/Dept./Section of the Institution. Apart of section of a location/premises will not be considered as an Applicant for the 5S Awards Competition.

- a. Provide the name and address of the Institution/Company and the Name and Title of the highest-ranking official.
- b. Briefly describe the major functions provided by the Applicant either to the Parent Organization or to the Market.

#### **12. 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 - 2021

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**
- c. All documents attached to the application form should be in **A4 size** and converted to **PDF format**

- d. Application and Guide line can be downloaded from the web site [www.jasteca.net](http://www.jasteca.net)
- e. Application and Supporting documents shild be uploaded to the JATECA web site.
- f. Follwing 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 item No. 9 & 10.
  - c. the copy of payment slip/transfer note for application fee
- g. File Name format should be as follows for the easy identification of the documets of each organization
- j. Applicant who is 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.
- k. **Closing Date** for the applications will be **31<sup>st</sup> July 2021.**

Document	File Name Format
Completed Application	Organization Name-5S Application.pdf
5S Manual	Organization Name-5S Manual.pdf
Audit Sheet	Organization Name-5S Audit Sheet.pdf
Payment Slip/Trasfer Note	Organization Name-Application Fee

- h. User Name and Password to upload the documents shall be obtained through following e mails.
- i. [jasadmin@itmin.net](mailto:jasadmin@itmin.net) , [info@jasteca.net](mailto:info@jasteca.net)



Japan Sri Lanka Technical & Cultural Association  
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For any clarifications, please contact

Administrative Manager

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