



Japan Sri Lanka Technical & Cultural Association

NAGAAKI YAMAMOTO KAIZEN AWARDS COMPETITION – 2025

NAME OF THE ORGANIZATION – DEPT / SECTION	DATE OF AUDIT
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Details of Acquired Taiki Akimoto 5S Awards, ISO 9000, ISO 14000, HR Awards etc.

KAIZEN Part 1

	DESCRIPTION						
1							
1.1	Method/system practiced encouraging 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 2022 to 2024.		1	2	3	4	5
1.5	Proof of Rewarding Employees on account of Kaizen Suggestions from 2022 to 2024.		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 2022 to 2024.		1	2	3	4	5
1.8	Proof of Kaizens being practiced throughout the Institution from CEO to Shop floor employees.		1	2	3	4	5
1.9	Proof of achieving sustainable Total Quality Management using 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					



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Kaizen Part 2

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

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

	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 are KAIZEN ideas 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					

	5 Kaizen ideas completed						
3							
1.1	Kaizen idea 1.		1	2	3	4	5
1.2	Kaizen idea 2.		1	2	3	4	5
1.3	Kaizen idea 3.		1	2	3	4	5
1.4	Kaizen idea 4.		1	2	3	4	5
1.5	Kaizen idea 5.		1	2	3	4	5
	TOTAL	25					
	Cumulative Total	150					



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Note:

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

1. $\frac{\text{Total suggested Kaizen ideas of GEMBA workers (Staff Members)}}{\text{Total no. of GEMBA WORKERS (Staff Members)}} \times 100 = \quad \%$
12
2. $\frac{\text{Total Kaizen ideas implemented}}{\text{Total Kaizen ideas received}} \times 100 = \quad \%$

AUDITED BY:

#	Name	Signature
1		
2		