



Nominations are invited for

THE IIF ANNUAL AWARDS 2016

Awards will be presented by

The Institute of Indian Foundrymen at the
65th Indian Foundry Congress

February 3-5, 2017 • Kolkata

to IIF members based on nominations received under various categories. Unless otherwise stated, the period considered for the Awards is 1st April, 2015 to 31st March, 2016

(Last date for receipt of Nominations is December 15, 2016)



■ LAKSHMAN RAO KIRLOSKAR AWARD – for Foundry of the Year

Sponsor: **Kirloskar Oil Engines, Pune** (open only to IIF Industry members)

Criteria for Selection

- | | |
|--|------------------|
| (i) Qualitative and quantitative improvement in the last 3 years and various steps taken to increase production by adopting advanced technology. | 15 points |
| (ii) Qualitative and quantitative improvement in the last 3 years and various steps taken to increase productivity by reduction of man-hours. | 15 points |
| (iii) Energy savings effected with energy audit (enclose energy audit report) | 10 points |
| (iv) Waste reduction by effecting waste management – criteria value of savings | 10 points |
| (v) Innovative technology and New Process Controls introduced | 10 points |
| (vi) Statutory Compliance | 10 points |
| (vii) Use of management tools for overall quality improvement | 10 points |
| (viii) Safety management – No. of accidents during the year | 10 points |
| (ix) HRD promotion efforts | 10 points |

Total : **100 points**

Nominations for this award should be accompanied by a) Facts and figures with adequate explanatory notes covering each of the above criteria; b) At least 6 colour photographs showing excellence in various aspects of the foundry i.e. sand conditioning, moulding/core making, melting, pouring, fettling, heat treatment relating to plant & equipment and foundry products.

■ Gargi Huttenes – Albertus – Green Foundry of the year Award

Sponsor: **Gargi Huttenes-Albertus Pvt Ltd, Mumbai** (open only to IIF Industry members)

Minimum Qualifying Criteria

The foundry should have consent to operate from the State Pollution Control Board.

Please enclose, copies of current consent for Air and Water and copy of yearly or half-yearly statement for the previous year as submitted to the concerned authorities

i] The foundry should have installed Pollution Control Equipments to improve the quality of air and water.

Please submit the following:

a) List of equipment installed with technical details and photographs **5 points**

b) Methods adopted for record keeping & reporting. **10 points**

ii] The foundry should submit

the following details for waste management:

a) Steps taken to reuse/recycle spent foundry materials/wastes and/ or other by-products and benefits accrued **5 points**

b) Method of waste treatment and disposal **5 points**

c) Energy conservation activities **5 points**

Total: 15 points

iii] The policy and practice of the foundry in obtaining Safety Data Sheets from the supplier for each chemical used in the foundry. **5 points**

iv] Actions taken in eco-friendly packaging of both incoming and outgoing products. **10 points**

v] Details with photographs of the area inside and outside the foundry building clearly indicating the actions taken for developing greenery. Ratio

of greenery to foundry operational area should be specified. **10 points**

vi] Evidence of commitment of top management to environmental protection in terms of an environmental policy and environmental management system. **5 points**

vii] Measures introduced to reduce/ prevent noise pollution. **10 points**

viii] Foundry should submit healthcare and welfare measures adopted for personnel. **10 points**

ix] Foundry should submit safety measures that have been put in place and training of personnel to handle emergency measures in case of fire. **10 points**

x] Use of alternate energy resource - building, construction, transportation etc. **10 points**

Total: 100 points

K. R. Santham Memorial Award – for Foundryman of the Year

The nominee for Foundryman of the Year Award should be a member, life member, fellow member or employee of an Industry member and should be at least a Diploma-holder with a minimum of 15 years of experience related to the foundry industry.

Criteria for the award will be contribution to:

i) Process Improvement **10 points**

ii) Material Substitution **10 points**

iii) Use of New Technology **10 points**

iv) Cost Reduction **10 points**

v) Increase in Production **15 points**

vi) Increase in Productivity **15 points**

vii) Energy Savings **10 points**

viii) Quality Improvement. including

ISO Certification **10 points**

ix) HRD Promotion Efforts **10 points**

Total: 100 points

Nominations for the award should be forwarded to IIF- HO by the Foundry where the person is currently employed. Nominations for Foundryman of the Year award should be accompanied by facts and figures and adequate explanatory notes covering each of the above criteria and highlighting the individual contribution made by the nominee under each of the criteria. Photographs should be submitted to substantiate the nomination for the award.



■ IIF REGION OF THE YEAR AWARD

– Awarded by IIF

The period for this award is 1st July, 2015 to 30th June, 2016.

Nominations should be sent by the Chairman or the Hon. Secretary of the Region to IIF-HO

Criteria for the award

- i) (a) For conducting Regional Council Meetings (1 point per meeting) minimum 1 meeting per quarter

4 points max

- (b) For conducting Regional Council Meeting at other than Regional HO city, at Chapter Offices of the Region (1 bonus point per meeting)

4 points max

Sub-total: 8 points max

ii) Annual Report and Annual Audited Accounts

- a) Timely inputs to Central Auditor by the Region (30.05.16)

5 points

- b) Timely inputs to Central Auditor by the Chapters under its jurisdiction (15.05.16)

10 points max

Sub-total: 15 points max

This is based on audit observations

iii) Statutory Compliance

Statutory Compliance by Regions & Chapters

6 points

iv) Chapter Activities

- a) Chapters have conducted technical meetings

5 points

- b) Chapters had held regular Chapter council meetings

5 points

- c) Chapters have submitted Monthly Activity Reports in the regularly prescribed form for the month within 7th of next month

5 points

Sub-total: 15 points

v) National Foundry Day Celebration

- a) On 17th August or within a week before or after 17th August

6 points

- b) Quality of National Foundry Day

4 points

Sub-total: 10 points max

vi) Membership Growth

Membership growth over the year in percentage will be calculated giving due weightage to type of member. For Industry members, weightage will be as per Annual Sales Turnover i.e. 2, 4, 7, 10. Weightage for others, except student Members =1.

10 points max

vii) Technical Activities

- a) One Seminar/Workshop relating to the Presidential theme

5 points

- b) Chapters under its jurisdiction have conducted technical activities

5 points

- c) In-plant technical training under Yogyata Vikas Programme organised by Region or its Chapters

10 points

Sub-total: 20 points max

viii) Attendance at NC meetings by nominated members of the Region (Chairman, Hon Secretary, other nominated members) — proportion of attendance

5 points

ix) Technical services rendered for quality improvement, energy savings, increased productivity, decreased rejection etc. Please submit documentary evidence

3 points

x) Service to foundry industry

Each Region should promote public relations with the Government Departments and also hold regular press conferences bringing to light the problems faced by the foundry industry, particularly relating to availability of input materials, central levies like excise, customs duty on capital goods, import of scrap, reduction of power tariff etc.

3 points

xi) Indian Foundry Congress

Participation in terms of delegates in the Congress wherever it is held

5 points

Total: 100 points

The proposal for nomination should cover a brief write-up on each of the above points.

■ VISWAMITRA KAPUR MEMORIAL AWARD – for IIF Chapter of the Year

Sponsor: **Gargi Industries, Mumbai. The period for this Award is 1st June, 2015 to 31st May, 2016**

The Chairman or the Hon Secretary of the Chapter concerned should send the nomination to IIF-HO with details of criteria as stated below:

- i) a) **Timely inputs of Annual Audited Accounts to Central Auditor** **10 points**
b) **Timely submission of Annual Report to HO** **5 points**
Sub-total: 15 points max
- ii) **Timely receipt of Monthly Activity Reports** (in prescribed form supplied by the HO) by 7th of the following month Each such report will earn 1/2 point **6 points max**
- iii) a) **Chapter Council Meeting** (1/2 point for each meeting with a ceiling of one each month) **4 points max**
b) Attending **Regional Council meetings** by Chapter Chairman and Hon Secretary (1/2 point for each meeting) **5 points max**
Sub-total: 15 points max
- iv) **Statutory Compliance**
Statutory compliance by the Chapter **6 points**
- v) **Celebration of National Foundry Day**
a) Celebration of NF Day on August 17th or within a week before or after August 17th **6 points**
b) Quality of NFD programme **4 points**
(Chapters must present mementos to members completing 25 years)
Sub-total: 10 points max
- vi) **Works Visit**
Only one visit in each quarter will be considered
a) Each visit within the Chapter's territory **2 points (max 6)**
b) Each visit outside the Chapter's territory **2 points (max 4)**
Sub-total: 10 points max

vii) **Technical Activities**

- a) Lectures arranged: ½ point per lecture **4 points max**
b) Lectures by outstation speakers within the Chapter or arranged outside the Chapter's jurisdiction: 1 point per lecture **2 points max**
c) In-plant technical training organised by Chapter under Yogyata Vikas Programme: 2 points per training **8 points max**
d) Full day/two or more days seminar/workshop/clinic **6 points max**
e) Promoting CET's Modular Educational Programme : ½ point per student registered in CET education courses **6 points max**
Sub-total: 26 points max

viii) **Technical Service rendered to Foundries**

Activities in this area are expected to encourage improved working methods/processes leading to savings through increased yields, lower rejection, cost reduction etc. Service should be provided to at least two foundries **3 points**

ix) **Membership Growth**

Membership growth over the year in percentage will be calculated giving due weightage to type of member. For company members, weightage will be as per Annual Sales Turnover i.e. 2,4,7,10. Weightage for others, except student members =1 **10 points**

x) **Organising Student Programmes**

Organising Programmes in educational institutions **5 points**
Total 100 points

Chairmen or Hon Secretaries of the Chapters should send details with a brief write-up of each of the above criteria

■ MEMBERSHIP GROWTH AWARD FOR IIF CHAPTERS – Awarded by IIF

The period for this Award is 1st January 2016 to 31st December, 2016

Membership Growth over the year will be calculated in numbers giving due weightage to type of member. For company members, weightage will be as per Annual Sales Turnover i.e. 2, 4, 7, 10. Weightage for others, except student members = 1 Award to be given in two categories: Large and Small Chapters.

■ BEST TECHNICAL PAPER AWARD – Awarded by IIF

The best technical paper will be adjudged from the papers published in the Indian Foundry Journal during the period April 2015 – March 2016.

Award will be given in three categories FERROUS, NON-FERROUS and GENERAL.

The Awards are intended to be recognition for outstanding contribution. In the event of the Committee being satisfied that there is no paper which comes up to a standard to deserve the award, it will not recommend any award for the year. Reprints from IFC/WFC/SEMINARS/CONFERENCES will not be considered.

■ FORACE POLYMERS YOUNG FOUNDRYMAN OF THE YEAR AWARD

Sponsor : **Forace Polymers (P) Ltd., Haridwar**

Eligibility

- Nominee for Young Foundryman of the Year Award shall be from Industries that are members of IIF. He or she nominated for the Award should be a member, life member, fellow member or employee of a industry member and should be at least a Diploma holder with a minimum of 10 years of experience related to the Foundry industry
- The maximum age limit for eligible candidate will be 35 years.

The criteria for the award will be for excellence in combination of the following:

a) Process/Quality Improvement	10 points
b) Material Substitution	10 points
c) Use of New Technology	10 points
d) Cost Reduction	10 points
e) Increase in Production	10 points
f) Energy Savings	10 points
g) Books/papers published (details of journals)	10 points
h) Exposure to Foreign Organisations	10 points
i) Participation/Paper presentation in National and International Seminars	10 points
j) Awards received, if any	10 points

Total: 100 points

SOLI COMMISSARIAT BEST PAPER AWARD

(Silver Medal)

For the best Technical Paper presented at the Congress.

If the paper has more than one author, the author making the presentation will be given the Award. Both content and presentation will be taken into account in deciding the award. Reprints from IFC/WFC/SEMINARS/CONFERENCES will not be considered.

■ CASTING OF THE YEAR AWARD (SHOWCASE YOUR COMPANY'S CASTING CAPABILITY) – Awarded by IIF

Eligibility

- Award is open only to IIF Industry Members
- Casting may be of any metal, any end-application, size/ weight produced using any casting process.

The awards will be given in two categories:

- Ferrous:** Cast iron, SG iron or steel casting
- Non-Ferrous:** Aluminium or Copper-based

Criteria

Entries will be evaluated on the following criteria:

- ◆ Benefits to the casting end-user
- ◆ Use of unique capabilities of casting process
- ◆ Contribution to growth of the casting market

Terms

- Application should be accompanied with details of the casting and photographs from three angles. Members of the Awards Committee

or their representative may visit the foundry to inspect the casting, if necessary.

- If required, the casting will have to be sent to the Foundry Congress Venue at the cost of the applicant.
- Photographs received along with the application may be used by IIF for tradeshows, displays and for publication in the Indian Foundry Journal.

■ EXPORT EXCELLENCE AWARD – Awarded by IIF (Open to IIF Industry Members only)

The award is categorized into large/medium/small-scale industries.

1. Eligibility criteria

Nomination for any category

a) Large-scale Foundry

The minimum export turnover for large-scale foundry should be above Rs. 25 crore per annum.

b) Medium-scale Foundry

For medium-scale foundry, the

export turnover should be above Rs. 10 crore to Rs. 25 crore per annum.

c) Small-scale Foundry

For small-scale foundry, the export turnover should be between Rs. 1 crore to Rs. 10 crore per annum.

2. Products manufactured by the Foundry should cover automobiles/tractors/defense and other engineering industries.

3. Of the three categories, all foundries should provide type and value of casting exported for a period of 3 years, clearly indicating the growth rate of exports on a year to year basis.

4. Nominations should be sent along with either the published annual report/accounts or auditor's certificates as evidence of annual production/export performance.

■ JAYASWAL NECO QUALITY AWARD

(Open to IIF Industry Members only)

Sponsor: Jayaswal Neco Industries Ltd, Nagpur (for excellence in quality)

The award will be given to a foundry which achieves outstanding quality performance during preceding 12 months.

Criteria for the Award

1. Quality Performance: 25 points

A) Customer Satisfaction

- i) Formal system for capturing customer complaints
- ii) Customer complaint analysis
- iii) Data on rejection values and trends
- iv) System in place for resolving customer complaints
- v) Proactive steps taken to:
 - a) Reduce customer complaints
 - b) Prevent recurrence of complaints
 - c) Horizontal deployment of corrective & preventive actions, provide case histories—if any to support the above

B) In-house Rejection

- i) Detailed data & break-up of in-house rejection viz melting,

moulding, coremaking, fettling & finishing-related. Show the trends over the last 3 years.

ii) Efforts to reduce in-house rejection

C) Cost of Quality

Measuring and monitoring of overall cost of quality over the last 3 years

2. Evaluation by Customers: 15 points

- A) Awards, citations received from customers during the last 3 years
- B) Quality and Delivery ratings received from your customers. Please attach copies of the reports
- C) Summary of audit findings conducted by your customers in your plant.

Please provide copies of improvement actions initiated by you and customers' observations on these.

3. Process Management / Improvements: 20 points

A) Vendor Management

- i) Criteria for vendor selection
- ii) Internal standards/acceptance criteria for raw materials & other

supplies coming from unorganised sector viz sand, bentonite and other such items. Please provide copies of a few specimens and list of all the items for which these systems are in use.

iii) Recognition of performance of good vendors by way of awards, vendor meets, support to vendors by way of training, technical inputs. Attach details.

B) Process Improvements

- i) Suggestion given to customers for improvement in casting design which have resulted in benefits for both the customer and the foundry.
- ii) Improvements in Manufacturing Processes which have resulted in reduction of rejection both in-house and at customers' end.

C) Environment Management Processes

- i) Strategy for Resource conservation. List some steps and achievements by the company
- ii) Waste sand reclamation process and disposal methods.

iii) List of pollution control equipments and also the equipments used for recycling consumables

4. Energy Management: 15 points

- A) Long-term energy management / conservation plan covering various energy inputs used (coke/furnace oil/electrical energy from grid, self-generation/renewable sources etc)
- B) Operation wise Energy consumption norms (melting, sand preparation, heat treatment, compressed air etc)
- C) Details of overall energy consumption in units per tonne of casting despatched and energy cost as a percentage of sales
- D) Details of Energy Audit conducted and action taken for improvement on the basis of audit findings

5. Shop Floor Practices: 15 points

- A) Methods adopted to evaluate 5S practices. Illustrate with photographs the effectiveness of implementation.
- B) List of Kaizen implemented in the last 3 years and the qualitative and quantitative savings yielded.
- C) Usage of any other management tools for improving the shop floor practices

6. Employee Involvement : 10 Points

- A) Number of suggestions received per employee per year through suggestions scheme.
- B) Details of small group activities for improvement of Quality
- D) Involvement of workers in the Safety committee. Regular monitoring of

the trend of accidents and near - miss accidents.

Total : 100 Points

NOTE :

- Report should be supported by data in the form of graphs, bar charts substantiating claims made
- In case your organisation has received Awards for good performance, enclose letters of appreciation from customers. Please enclose copies and photographs commemorating these events,
- Company profile should be enclosed
- All data should be furnished for the last 3 years for comparison.

■ SME FOUNDRY OF THE YEAR AWARD

(Sponsored by Bhagwati Group)

(Open only to IIF Industry members with an investment of 25 Lakhs to 10 Crores in plant and machinery excluding land & buildings)

Criteria for Selection

(i) Qualitative and quantitative improvement in the last 3 years and various steps taken to increase production by adopting advanced technology.

15 points

(ii) Qualitative and quantitative improvement in the last 3 years and various steps taken to increase productivity by reduction of man-hours.

15 points

(iii) Implementation of Energy conservation measures (enclose energy audit report)

10 points

(iv) Waste reduction by using process control tools like Histograms, Check Sheets, Pareto Charts, Cause and Effect Diagrams, Defect Concentration Diagrams, Scatter Diagrams, Control Charts etc.,

– criteria value of savings 10 points

(v) Adoption of Innovative technologies

10 points

(vi) Environment Management -

Compliance with rules & regulations of Pollution Control Board, implementation of 5S

10 points

(vii) Quality management for overall quality improvement

10 points

(viii) Safety management –

Training programmes related to safety, reduction in the number of accidents during the last 3 years

10 points

(ix) HRD promotion efforts

10 points

Total : 100 points

Nominations for this award should be accompanied by

- a) Scanned copy of original SME certificate
- b) Facts and figures with adequate explanatory notes covering each of the above criteria

■ CHANDRAN MENON MEMORIAL AWARD FOR APPLIED RESEARCH & INNOVATIVE TECHNOLOGY

Sponsor: **Menon & Menon Ltd, Kolhapur** to encourage foundrymen to actively pursue applied research and innovation technologies in the field of metalcasting.

Criteria for selection

The nominee for the award shall be a scientist / technologist / practising foundryman and member of IIF.

1. Should have at least 5 years experience in foundry field/related research institution /engineering college/polytechnic with foundry technology as part of mechanical/metallurgical engineering.
2. Should have made outstanding contribution towards the

advancement of metal casting or technology based on original work in the field of development in new materials, processes, quality standards, energy savings including equipment, automation reflecting technological excellence.

3. The new developments should have been proven in the field, meeting the immediate user requirements leading to cost savings, improved performance, commercial exploitability.
4. Should have published papers in foundry journals/presented in foundry congresses/workshops/seminars-National/International.

Nomination should be supported by:

- a) Report of the work carried out by the nominee during the 5 years preceding the nomination with focus on foundry materials, processes and equipment.
- b) Summary of achievements for the eligibility of the award.
- c) At least 3 references of the people who know the nominee and his work.
- d) A list of papers along with prints published by the nominee.
- e) Any other information relating to pending patents, commercial use of technology developed in support of nomination.

■ FOUNDRY KAIZEN AWARD (Open to IIF Industry Members only)

Foundry Kaizen Award is awarded by IIF to the Foundry which has implemented the best Kaizen.

Area for Kaizen:

Nominations can be submitted for Kaizen implementation in the areas of:

Foundry operations, energy savings, yield improvement, logistics cost reduction, management practices, minimisation of rework downtime and changeover time, efficiency and design improvement, use of new materials to enhance performance of cast products, product development initiatives in terms of weight reduction and increased strength.

Guidelines:

Nominations have to be submitted in a power point format as follows:

Slide 1 Company Profile

A brief about your organisation, Kaizen culture of organisation. No. of Kaizen received and implemented.

Slide 2 Kaizen Team

Names of the key persons involved

Slide 3-4 Kaizen theme / problem description / problem definition

Briefly describe the problem/present status

Slide 5-7 Data collection and root cause analysis

Why-Why analysis to find out the real root cause of the problem.

Mention the real root cause of the problem

Slide 8-9 Kaizen idea and countermeasure / solution

The idea mooted by the employee to be mentioned
The action plan attempted to eliminate the root cause.

Slide 10-11 Countermeasure implementation and sustenance

Provide appropriate photographs to show the 'before' and 'after' status. Since when have the countermeasures been implemented?

Slide 12 Horizontal deployment

Indicate the potential areas of replicating the Kaizen and if so replicated, the number of places it was done and total benefit

Slide 13-14 Results and Benefit

Indicate the qualitative and quantitative savings that the Kaizen has yielded

Slide 15 Kaizen sheet

NOTE : No. of slides should not be more than 15 in any case.

Evaluation Criteria:

Nominations will be evaluated on the basis of:

1. Clarity of the problem and its severity	10 points
2. Root cause analysis	10 points
3. Solution	10 points
4. Time taken to implement	10 points
5. Savings – monetary/time/process/qualitative	20 points
6. Implementation success and sustenance	20 points
7. Horizontal deployment	10 points

8. Team / Individual contribution	10 points
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Total**100 points****Rules:**

1. Each foundry can send only one nomination
2. The problem identified should not be more than 3 years old.
3. Nominations should include the enclosed **Foundry Kaizen Award Nomination Sheet** duly filled. The sheet can be downloaded from www.indianfoundry.org
4. IIF may depute a team to visit the foundry to evaluate the nomination.

■ 5S EXCELLENCE AWARD (Open to IIF Industry Members Only)

To motivate and recognise the member foundries successfully adopting 5S practices, IIF has initiated the 5S Excellence Award.

Objective

The fully implemented 5S practices result in increased morale, increased efficiency, less waste, better quality and faster lead time that will make an organisation more profitable and competitive in the market place.

Categories of Award

The 5S Excellence Award, in the form of a trophy, will be awarded to the winner company members in three categories

- Small-scale Foundries
- Medium-scale Foundries
- Large-scale Foundries

Evaluation Criteria

Nominations will be evaluated on the basis of:

1. Stages completed	5 points
2. Photographs of before and after "5S" (min. 5 areas)	10 points

3. 5S manual, if any	5 points
4. Organisation structure for 5S	5 points
5. 5S vision statement and objectives	5 points
6. Waste disposal procedures and efforts to follow sound environmental practices	20 points
7. Implementation steps adopted	20 points
8. Tangible and intangible benefits out of 5S initiatives	20 points
9. Sustenance plan	10 Points

Total :**100 points****Rules:**

1. Companies falling under SME category must submit their registration certificate.
2. Please send the enclosed **Self-Assessment Sheet** duly filled-in along with the nomination for the award. (The sheet can be downloaded from www.indianfoundry.org)
3. IIF may depute a team to visit the foundry to evaluate the nomination.

*All nominations should be submitted in four sets,
two hard copies and two soft copies in CD/DVD, addressed to:*

Executive Director

THE INSTITUTE OF INDIAN FOUNDRYMEN

IIF HO, IIF Center: 335, Rajdanga Main Road, East Kolkata Township PO, Kolkata 700107

Tel : 033 2442 4489/7385 • Fax : 033 2442 4491

E-mail : ed@indianfoundry.org / admin@indianfoundry.org



Foundry Kaizen Award

Nomination Sheet

Sr. No.	Company Name and Logo																																										
Start Date																																											
End Date																																											
Implementation Area:	Kaizen Idea:	Team Members:																																									
Kaizen Name:	Root Cause:	Benefits in :																																									
Problem / Present Status :		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 12.5%;">Productivity</td> <td style="width: 12.5%;">Quality</td> <td style="width: 12.5%;">Delivery</td> <td style="width: 12.5%;">Safety</td> <td style="width: 12.5%;">Material</td> <td style="width: 12.5%;">Energy</td> <td style="width: 12.5%;">Morale</td> </tr> <tr> <td colspan="7">1.</td> </tr> <tr> <td colspan="7">2.</td> </tr> <tr> <td colspan="7">3.</td> </tr> <tr> <td colspan="7">4.</td> </tr> <tr> <td colspan="7">Sustenance Plan :</td> </tr> </table>	Productivity	Quality	Delivery	Safety	Material	Energy	Morale	1.							2.							3.							4.							Sustenance Plan :					
Productivity	Quality	Delivery	Safety	Material	Energy	Morale																																					
1.																																											
2.																																											
3.																																											
4.																																											
Sustenance Plan :																																											
Before Photo:	After Photo:	Horizontal Deployment :																																									
Analysis:	Results :	Sr	Area																																								
		1																																									
		2																																									
		3																																									

NB: To be sent along with Awards nomination



5S Excellence Award

Nomination Sheet

Self Assessment Sheet

Name of the Company:

Category: Small / Medium / Large

Please tick wherever is applicable

(A) General information on 5S

	Yes	No
5S Organization Structure	<input type="checkbox"/>	<input type="checkbox"/>
5S Internal Audit Team	<input type="checkbox"/>	<input type="checkbox"/>
5S Suggestion Scheme	<input type="checkbox"/>	<input type="checkbox"/>
5S Score Board	<input type="checkbox"/>	<input type="checkbox"/>
5S Internal Awards Scheme for Best Performance	<input type="checkbox"/>	<input type="checkbox"/>

(B) Seiri - 1S

Availability of RED TAG area	<input type="checkbox"/>	<input type="checkbox"/>
Identified storage area for scraps	<input type="checkbox"/>	<input type="checkbox"/>
Disposal plan is available in all the areas	<input type="checkbox"/>	<input type="checkbox"/>

(C) Seiton -2S

All the items and areas are identified	<input type="checkbox"/>	<input type="checkbox"/>
Storage and stacking plan is available	<input type="checkbox"/>	<input type="checkbox"/>
Item quantity is easily visible	<input type="checkbox"/>	<input type="checkbox"/>
Retrieval of item/record within 30 seconds (if "NO" mention the approximate time taken)	<input type="checkbox"/>	<input type="checkbox"/>

(D) Seiso - 3S

Cleaning schedule is available	<input type="checkbox"/>	<input type="checkbox"/>
Responsibility is assigned for every area	<input type="checkbox"/>	<input type="checkbox"/>

(E) Seiketsu - 4S

Sign boards and direction indicates area available	<input type="checkbox"/>	<input type="checkbox"/>
5S – Rules and regulations are displayed	<input type="checkbox"/>	<input type="checkbox"/>
Colour coding used wherever necessary	<input type="checkbox"/>	<input type="checkbox"/>
5S – Manual is prepared and followed	<input type="checkbox"/>	<input type="checkbox"/>
Work instructions are displayed	<input type="checkbox"/>	<input type="checkbox"/>

(F) Shitsuke - 5S

Regular training calendar is available	<input type="checkbox"/>	<input type="checkbox"/>
Training register is maintained	<input type="checkbox"/>	<input type="checkbox"/>
Audit feedback – corrective action in register is available	<input type="checkbox"/>	<input type="checkbox"/>
5S – Trend chart is updated monthly	<input type="checkbox"/>	<input type="checkbox"/>
5S – Corner is available	<input type="checkbox"/>	<input type="checkbox"/>
Disciplinary action on slow runners is formulated	<input type="checkbox"/>	<input type="checkbox"/>

Supporting documents to be attached

- Before and after "5S" photographs (min. 5 areas)
- 5S Manual, if any
- Organisation structure for 5S
- 5S Vision statement and objectives
- Waste disposal procedures and efforts to follow sound environmental practices
- Implementation steps adopted
- Tangible and intangible benefits out of the 5S initiatives

NB: To be sent along with Awards nomination