



Dear Sir//Madam,

Sri Lanka Association for the Advancement of Quality & Productivity (SLAAQP) has announced the **National Convention on Quality & Productivity-NCQP 2023**.

SLAAQP is the premier organization committed to develop quality and productivity concepts in Sri Lanka. NCQP is an annual NATIONAL event organized to promote and popularize QC Circles(QCC) as the key activity with other team based projects such as Cross-functional Teams(across functional areas with management), QIP-mainly targeting Middle Management and Healthcare, Lean-Six Sigma Teams and Kaizen suggestions. Participation is open to all sectors. NCQP provides an opportunity for executive and non-executive employees of companies to showcase their success stories on a national platform.

The GOLD award winners are invited to participate at the International Convention for Quality Control Circles(ICQCC) held in one of the Asian Countries and ICQCC 2024 will be held in SRI LANKA.

The theme of the convention this year is **“Innovation and Vitality in Quality”**. The **Convention** will be held at the Nagananda Institute for International Buddhist Studies(NIIBS), Kelaniya on 21st November 2023 and the award ceremony will follow.

This year the convention has 5 streams. They are:

Stream	Description	Whom meant for
1	Quality Improvement Projects	Mainly practised in the healthcare sector to improve the patient comfort and safety
2	Quality Control Circles	A small team of employees work together to solve a work related problem
3	Cross Functional Teams	A small Team of employees across functional areas within an organisation reach a work related goal.
4	Lean Six Sigma Teams	Minimising waste and driving towards defect free status. DMAIC methodology is used to achieve a stated objective.
5	Kaizen Suggestions Scheme	Individual or group working towards same objective. Use of P, Q, C, D, S, M in continual improvement of the work place.

Guidelines for NCQP 2023

1. Organisation/companies can apply for one or all 5 of the convention themes.
2. Every team application for registration must be on separate google forms.
3. The registration must be fulfilled by completing the application requirements and sending the proof of payment.
4. Each stream has different requirements. Carefully follow them.
5. The submission will be on google forms and the dates for submission are final. Because of the large volume of applications from participating teams, extensions will not normally be granted.

Eligibility

The teams must have undertaken a project that has accomplished its objectives and must be authorized by the Superior / Manager overlooking the work and signed confirming that it has been submitted to management and implemented.

Technical Committee/SLAAQP



Guidelines for NCQP 2023

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How to register for the NCQP

The five streams are as follows:

Kaizen Suggestion Scheme(KSS) Individual or group working towards same objective. It is expected that one or more of the areas namely Productivity, Quality, Cost, Delivery, Safety or Morale will be addressed.

Lean Six Sigma Teams(LSS) Minimising waste and driving towards defect free status. It is to eliminate the waste of physical resources, time, effort, and talent while assuring quality in production and organizational processes.

Quality Control Circles (QCC) Team of approximately 3 to 12 employees engaged in same or similar work and meets regularly to identify, analyse to systematically solve work related problems.

Cross-Functional Teams (CFT) Team of employees from different functional areas and different seniority levels within an organisation who collaborate to solve a problem or to reach a stated goal of improvement.

Quality Improvement Projects(QIP) Systematic, data-guided initiatives or processes designed to improve clinical care, patient safety, health care operations, services and programs or for developing new programs or services (mainly practised in the Healthcare area to improve patient comfort and safety.)

Includes organizational process, evidence and quality, competence development, process technology and proactive patient work.

Application Procedure

FOR Kaizen Suggestion Scheme(KSS) Fill in the Preliminary Application Form A for Kaizen suggestion scheme. Then fill in the Kaizen application form (Form K) with information relating to the work that has been implemented. Also indicate the area of implementation of the Kaizen(P, Q, C, D, S, M). Application fee is Rs.2500/-. The deadline for submission is Tuesday, 3rd October 2023.

A qualified team will be marking the suggestions submitted. Marks will be given according to the marking scheme. The top ten Kaizen suggestions will be commended at the NCQP and will be invited to the award presentation. All other suggestions that obtain 50% or more marks are eligible for a certificate of commendation from the SLAAQP.

FOR QCC/CFT/LSS/QIP

All other teams have a two-step payment process. Step 1 is to register the team by paying the appropriate registration fee and Step 2 is to inform the team members participating on the presentation day along with submission documents; - The Report, the Abstract and the PowerPoint presentation and the proof of payment. The deadline for this is Friday, 13th October 2023.



Step 1 should be completed by 4.00 pm on 3rd October 2023 for all streams.

Step 1 Lean Six Sigma teams (LSS)

Please fill in the Preliminary Application Form A. This application should be completed and submitted with the appropriate registration fee of Rs.18,500/-. A unique registration number is automatically generated. This number will be used in all correspondence.

Step 1 Cross-Functional Teams(CFT)

Please fill in the Preliminary Application Form A. This application should be completed and submitted with the appropriate fee of Rs.12,500/-. A unique registration number will be automatically generated. This number will be used in all correspondence.

Step 1 Quality Control Circles (QCC)

Please fill in the Preliminary Application Form A. This application should be completed and submitted with the appropriate fee of Rs.12,500/-. A unique registration number will be automatically generated. This number will be used in all correspondence.

Step 1 Quality Improvement Projects(QIP)

Please fill in the Preliminary Application Form A. This application should be completed and submitted with the appropriate fee of Rs.15,000/-. A unique registration number will be automatically generated. This number will be used in all correspondence.

Step 2 is the submission of documents and the team details for participation at the NCQP and should be completed by 4.00 pm on 13th October 2023. A participation fee of Rs.6000/- per person(all expenses covering the presentation, evaluation, refreshments, certificates etc) should be paid and the proof of payment submitted to the SLAAQP office with the submission documents. The team members whose names are given in the list will be awarded the certificate.

Clearly fill in Form B with relevant information and the team members who will participate at the presentation of the projects. Use the unique registration number to identify teams to submit Form B. Fee for each participating member is Rs.6000/-. The company will have to indicate the team members involved in the project so that the certificates will be written in their names.

A number of awareness workshops will be conducted to inform the following:

Application process, About the different streams, Application Requirements, Marking schemes, How to name a team, Report writing and expected contents, Abstract writing, PowerPoint presentation contents, and how the application should be submitted.

The Report of the project undertaken will carry 80% of the marks evaluated by qualified judges and the presentation on the day of the NCQP will account for the balance 20%. The teams that win GOLD awards can participate at the next ICQCC to be held in Sri Lanka in November 2024. The ICQCC requires a well written abstract. So, it is important that this exercise is carried out in a professional manner.

WE ARE ENCOURAGING SRI LANKAN TEAMS TO COMPETE AT THE NCQP THIS YEAR SO THAT THEY CAN PARTICIPATE AT THE FORTHCOMING INTERNATIONAL EVENT NEXT YEAR in NOVEMBER 2024