



Guidelines for NCQP 2023

The NCQP 2023 has been announced. There are 5 streams for which organisation/companies can apply. 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 be granted.

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 the 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 similar or same work and meets regularly to identify, analyse and 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 reach a stated goal.

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 in the Healthcare area to improve patient comfort and safety.)

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

Kaizen Suggestion Scheme(KSS) Fill in the Preliminary Application Form A for Kaizen suggestion scheme. Then fill in the Kaizen application form (Form D) with information relating to the work that has been implemented. Also indicate the area of implementation of the Kaizen(PQCDSM). Application fee is Rs.2500/-. The deadline for submission is Monday, 18th September 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.

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 hard copy of the PowerPoint presentation and the proof of payment. The deadline for this is Tuesday, 3rd October 2023.

Step 1 should be completed by 4.00 pm on 18th September 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 3rd October 2023. A participation fee of Rs.6000/- per person 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. Changes will not normally be accommodated.

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 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.