SLAAQP

Sri Lanka Association for the Advancement of Quality & Productivity

QUALITY MONTH 2026

Guidance for Participating Organisations

Sri Lanka Association for the Advancement of Quality & Productivity (SLAAQP)

Theme: "Quality: Powering Performance for a Resilient Sri Lanka"

Quality Month: 1st to 30th November 2026

World Quality Week: 9th to 13th November 2026

World Quality Day: Thursday, 12th November 2026

About Quality Month

The Council of the Sri Lanka Association for the Advancement of Quality & Productivity (SLAAQP) has declared November as **Quality Month** for Sri Lankan industries, as part of a national initiative to promote quality, productivity, organisational excellence and continuous improvement.

Quality Month 2026 marks the inaugural national celebration, bringing the global spirit of World Quality Month to Sri Lanka. Each participating organisation is encouraged to organise its own Quality Month or Quality Week programme, engaging employees and their families in activities that promote a culture of quality at work, at home and in the community.

SLAAQP will provide the theme, guidance, promotional materials, competition framework and opportunities for national recognition.

Registration Link: Free online registration is open from 28th October to 10th November 2026
https://docs.google.com/forms/d/e/1FAIpQLSdU03AC_CJlxGL34Mw100tTvtOfB7cZKdeBpFV9pDGtTN9Gg A/viewform?usp=header.

Step 1 – Appoint a Quality Month Coordinator

Each organisation should appoint a Quality Month Coordinator to lead and coordinate its programme.

The coordinator will be responsible for:

- Registering the organisation with SLAAQP.
- Planning and coordinating the internal Quality Month or Quality Week programme.
- Organising internal competitions.
- Coordinating the selection of internal competition winners and nominating entries for national competitions.
- Preparing and submitting the programme completion report to SLAAQP.

Step 2 – Select Your Participation Option

Organisations can select either of the following participation options:

Option A – Full Quality Month

Conduct a programme of quality-related activities throughout November, covering the four weeks of Quality Month.

Option B – Quality Week

Conduct a focused programme for at least one week during November, preferably during World Quality Week (9th to 13th November 2026).

Organisations are encouraged to select the option that best suits their operational requirements and capacity.

Step 3 – Meet the Minimum Programme Requirements

To qualify for the SLAAQP Certificate of Participation, each organisation must complete the following minimum requirements:

1. **Official Launch:** A launch activity led by top management, such as a message, quality pledge or inauguration ceremony, at the beginning of the selected programme.
2. **Quality Awareness:** At least one quality awareness activity reaching all employees, such as a talk, training session, exhibition, display or quiz.
3. **Quality Improvement:** At least one practical improvement activity, such as a 5S initiative, Kaizen suggestion campaign, or Quality Control Circle (QCC) or other improvement project presentation.
4. **Competitions:** At least one competition for employees and one competition for employees' families or children.
5. **Closing and Recognition:** A closing activity or ceremony to recognise participation and achievements.
6. **Completion Report:** Submission of the programme completion report to SLAAQP on or before **15th December 2026**.

Organisations are encouraged to go beyond these minimum requirements and conduct additional activities to create greater engagement and impact.

Step 4 – Plan Your Programme

Option A - Suggested Four-Week Quality Month Programme

Week	Focus	Suggested activities
Week 1 **1 – 7 Nov**	Launch & Awareness	Official launch by MD/CEO; Quality Month message to employees; employee quality pledge. Display of banners, posters and official logo; communication of quality policy and objectives. Announcement of internal competitions and rules.
Week 2 **8 – 14 Nov**	World Quality Week & World Quality Day (12th Nov)	World Quality Day celebration or special assembly on 12th November. Guest lecture or awareness session on the national theme. Interdepartmental quality quiz. Customer appreciation or supplier quality day; recognition of quality champions.
Week 3 **15 – 21 Nov**	Improvement & Engagement	Organisation-wide 5S and housekeeping campaign with audits. Kaizen and employee suggestion campaign. QCC, Kaizen or Lean project presentations. Management Gemba walks. Review of quality KPIs and customer feedback.
Week 4 **22 – 30 Nov**	Family, Community & Closing	Family day with poster and essay competitions for children; community or school-based quality awareness activities. Judging of internal competitions. Closing ceremony and awards. Nominate winners for SLAAQP national competitions.

Option B - Quality Week option

Organisations selecting the Quality Week option may follow the suggested five-day programme below.

Day	Suggested activities
Day 1 (Mon)	Official launch by top management; quality pledge; display of banners and posters.
Day 2 (Tue)	Quality awareness session or training on the theme; quality quiz.
Day 3 (Wed)	5S campaign or Kaizen suggestion activity; improvement project presentations.
Day 4 (Thu) – World Quality Day	Main celebration; family and children's competitions; recognition of quality champions.
Day 5 (Fri)	Judging of competitions; closing ceremony; presentation of awards; nomination of winners to SLAAQP for national competitions.

Menu of activities

Organisations may select activities from the following categories according to their operational context and available resources.

Category	Activity ideas
Leadership	CEO/MD message and launch, Management Gemba walks, Quality policy review, Leadership panel discussion
Awareness & Learning	Talks by quality experts, Short training on 5S / Kaizen / problem-solving tools, Quality noticeboards, E-newsletter, Daily quality tips
Improvement	Interdepartmental 5S competitions, Kaizen suggestion scheme, QCC and improvement team presentations, Cost of poor quality reviews
Customers & Suppliers	Customer appreciation day, Supplier quality meetings, Customer feedback campaigns
Employees' Families	Children's poster and essay competitions, Family day, "Quality at home" photo competition
Community	Quality awareness at nearby schools, Community 5S projects, CSR activities linked to the theme
Recognition	Quality Champion Awards, Best Department Awards, Best Improvement Suggestion, Best 5S area, Certificates for participants

Organisations are welcome to introduce innovative activities beyond these suggestions.

Step 5 – Run Competitions and Nominate Winners

Each participating organisation is expected to conduct its own internal competitions and select the best entries for nomination to the national competitions.

Competition Criteria

Competition	Who can enter	Format	Language
Poster	Employees; children aged 6 – 12; children aged 13 – 18	A3 size, hand-drawn or digital, based on the theme	Any language
Essay	Employees; children aged 13 – 18	Employees: up to 1,000 words; children: up to 600 words	Sinhala, Tamil or English

Judging criteria

Competition	Judging criteria (weight)
Poster	Relevance to the theme (30%) Creativity and originality (30%) Clarity of message (25%) Visual presentation (15%)

Essay	Relevance to the theme and understanding of quality (30%) Originality of ideas (25%) Structure and clarity (25%) Language and presentation (20%)

General rules

- All entries must be the original work of the participant. SLAAQP reserves the right to use winning entries for promotional and educational purposes, with appropriate credit given to the author.
- Children's entries must be submitted through their parent's employer, accompanied by a signed parental consent form.
- Each organisation must conduct its own internal competitions and nominate its best entries through the SLAAQP.
- Each organisation may nominate up to three entries per competition category through the SLAAQP online submission process.
- Competition entries must be submitted on or before **5th December 2026**.
- Only poster and essay competitions will be evaluated at the national level. Organisations are encouraged to conduct additional internal competitions such as slogan writing, photography, quizzes and best Kaizen idea competitions.
- SLAAQP will appoint an independent judging panel. The decision of the judging panel will be final.
- National awards will comprise Gold, Silver and Bronze awards in each competition category and applicable age group, together with merit certificates.

Step 6 – Submit Your Completion Report by 15th December 2026

Every participating organisation must submit a completion report to SLAAQP following the conclusion of its Quality Month or Quality Week programme.

The report should provide evidence of the activities conducted, participation achieved and improvements initiated or completed.

The following information should be included:

Section	Content
1. Organisation Details	Organisation name, Industry sector, Organisation size and Coordinator's details.
2. Programme Summary	Dates of the programme, Selected participation option (Quality Month or Quality Week) and how the theme was incorporated.
3. Activities Conducted	Details of activities conducted, dates and number of participants.
4. Employee and Family Participation	Number of employees and family members involved; competitions conducted and internal winners.
5. Improvement Results	Details of 5S, Kaizen, QCC and other improvement initiatives started or completed, including measurable results where available.
6. Supportive Evidence	Up to 10 photographs, together with samples of posters, essays and other relevant materials.

7. Lessons learned and Future Plans	Key achievements, challenges, lessons learnt and plans for future quality initiatives.
8. Management Approval	Report reviewed and approved by the CEO/Managing Director or an authorised senior management representative.

Submission deadline: 15th December 2026.

Recognition and Awards

SLAAQP will recognise the participation and achievements of organisations and individuals through the following awards and recognition mechanisms.

Certificate of Participation:
Every registered organisation that fulfils the minimum programme requirements and submits its completion report will receive a **SLAAQP Certificate of Participation.**

Overall Quality Month Award:
The **Overall Quality Month Award** will be presented to the organisation demonstrating outstanding commitment and achievement in promoting quality during Quality Month 2026. The selection will be based on the evidence submitted in the completion reports, considering factors such as:

- Diversity of quality-related activities conducted.
- Employee engagement and level of participation.
- Involvement of employees' families and the wider community.
- Management commitment and leadership involvement.
- Effectiveness of quality improvement initiatives and results achieved.
- Sustainability of improvements and plans for future development.

National competition awards:
Gold, Silver and Bronze awards will be presented for the national poster and essay competitions in the respective categories and applicable age groups. Merit certificates will also be awarded.

Recognition ceremony:
The winning organisations and individuals will be recognised at a national ceremony in **January 2027**.
The date and venue will be announced by SLAAQP.

Key dates

Date	What happens
28th Oct 2026	Quality Month information and registration page goes live; official announcement
28th Oct – 10th Nov 2026	Free online registration for participating organisations
1st - 30th Nov 2026	Quality Month activities within participating organisations
9th – 13th Nov 2026	World Quality Week; SLAAQP webinar or event (details to follow)
12th Nov 2026	World Quality Day; national message from SLAAQP
5th Dec 2026	Deadline for submission of national competition entries
15th Dec 2026	Deadline for submission of Quality Month completion reports
Dec 2026	National competition judging
Jan 2027	National recognition ceremony and publication of results

Annex – Sample Quality Pledge

"I pledge to do my work right the first time, every time; to meet and exceed the expectations of my customers; to keep my workplace clean, safe and organised; to suggest and support improvements; and to make quality a way of life at work, at home and in my community."

Contact

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Let's make quality a shared commitment and power performance for a resilient Sri Lanka!