

To: All Members in Northern Region

6th November, 2019



2nd 5S Competition 2019-20 November 2019 to March 2020

With the success of 1st Edition of 5S Competition held last year, ACMA NR once again pleased to announce the **2nd 5S Competition 2019-20**.

During this challenging time of slow-down across the industries, it would be the most opportune time to utilize the excess time and resources to upgrade the skills of our work-force & develop them with out-of-box thinking, motivating, cross-learning through participating at various trainings/competition.

ACMA NR continues to organize the **2nd 5S Competition 2019** in Northern Region to provide an ideal platform for the **Northern Region** based companies to showcase their best practices as also for a cross-learning opportunity from the best implemented practices.

About 5S

As you are already aware, 5S is a workplace organization method that uses a list of five Japanese Gemba practices, viz.: **Seiri, Seiton, Seiso, Seiketsu, and Shitsuke**. These have been translated as "**Sort**", "**Set-In-Order**", "**Shine**", "**Standardize**" and "**Sustain**".

It is a philosophy and a way of organizing and managing the work place and work flow for continuously improvising the efficiency by eliminating waste.

The Indian Auto Component Industry has already adopted this practice in their respective area resulting in improvement in the eco-system.

This practice makes a great impact on the workforce which significantly motivate, promotes a sense of pride in their work and enhanced ownership of their responsibilities eventually making an organization profitable and competitive.

Companies are advised to follow the appended process:

The "Second ever 5S Competition" of ACMA (NR) will be monitored in 3 Phases viz:

Phase I – Confirmation & Submission of Reply form.
Phase II – Awareness Session & Audit
Phase III – Finale

PHASE -I: Confirmation & Reply form with complete details

1) Reply Form (Annexure III)

PHASE -II: Awareness Session & Auditor's Site Visit

1) Awareness Session for Participating Companies
2) 5S Audit
3) Participating Companies need to bear the following expenses of the Visiting Auditor to their companies: a) Auditor's travel expenses (by road, train or air, whichever is applicable). b) Local conveyance and Boarding & Lodging (wherever required).
4) Documents required during Audit: a) A Pre-filled ACMA's Self-Assessment Audit sheet needs to be submitted to the Visiting Auditor. b) 5S Manual* optional c) Cleaning Checklists (Machine/Shop floor/Office/Toilet/ Utilities/ DG area/ETP etc.) d) Audit Checklists e) Red Tagging Procedures/ Abnormality Mapping. f) Waste Disposal Policy g) Document Retention Procedures ready for examination.
5) Check Points: a) Facilitate the Auditors to meet the factory manager or Head of the Unit to understand the role, commitment and knowledge of Top Management in 5S implementation. b) The audit will cover all areas/zones of the factory & presence of respective area in-charge is mandatory during the Audit. c) Auditors may also interact with the employees informally and make an assessment on their knowledge and involvement in the 5S activities. d) In the closing meeting, a general feedback on the 5S audit will be given.
6) Please do not ask any assessment feedback or the scores with the auditor.

PHASE -III: Finale

1) On completion of Phase II, the Companies selected for Phase III (based on the evaluation during the Site Visit), will be intimated by ACMA for their further participation & Presentation by their team members at the Competition & Finale.
2) Number of participants attending the Workshop & Final Presentation will be restricted to 2 persons per company.
3) The Presentation could be made either in English or in Hindi. However, the Power Point Presentation should be in English in the template provided by ACMA with high resolution photographs as prescribed.
4) The Participating Teams would be given 15 minutes and hence the Presentation should be for 15 minutes only by the companies followed by a 3 minutes Q&A by the Jury team.
5) Results will be announced on the same day of the Finale in the evening after the Presentations by all the participating companies are over.
6) The decision of ACMA & the Jury in selection of Winners will be final.

The Criteria to participate in this Competition are:

1) Only ACMA Member companies who have their manufacturing units / facilities in Northern Region will only be eligible to participate.
2) The Company should have paid their Membership Subscription for the FY 2019-20 to the Association as also any participation fee for the Events organized by ACMA.

*** The presentation by winners and awards distribution ceremony would be intimated to all the participating company.**

PARTICIPATION FEE

Company Turnover	Upto 50 Cr.	51 Cr. to 200 Cr.	Above 200 Cr.	GST (Additional)
Fees (INR)*	Rs.10,000/-	Rs.20,000/-	Rs.28,000/-	18%

*** Fees includes Participation Fees for 2 Members from the Company at the Awareness Workshop as also at the Final Competition & also the Fees for Auditor's Visit to the Participating companies.**

IMPORTANT DATES

Announcement of 2nd 5S Competition of ACMA (NR)	November,2019
Phase-I: Last date for submission of documents along with the Entry Fee by the participating companies	13 th December 2019
Phase-II: One day Awareness Workshop on 5S	23 rd December 2019
Commencement of Site Evaluations by ACMA Auditors (Visit to participating companies for 5S Audit)	27 th to 31 st January 2020
Phase-III: Finale	20 th March 2020

*** The exact venue in Delhi for the Finale would be communicated separately to all the participating organizations.**

CATEGORIES OF AWARDS*

Awards Category	Upto 50 Cr.	51 Cr. to 200 Cr.	Above 200 Cr.	Total
1st Position	1 Award	1 Award	1 Award	3 Awards
2nd Position	1 Award	1 Award	1 Award	3 Awards
3rd Position	1 Award	1 Award	1 Award	3 Awards
Total Awards	3 Awards	3 Awards	3 Awards	9 Awards*

***Awards would vary depending on the number of companies selected at Phase II for the Finale**

Certificate of Participation will be issued to all the participating companies.

May I request you to take advantage of this opportunity designed specially for ACMA (NR) based companies and confirm your participation **immediately by sending the duly filled-in Reply form along with the Participation Fee.**

Looking forward to your active participation in Second season of 5S Competition.

Encls.:

1) Reply Form

Circular No: ACMA/NR/2019-20/25

Sd./-
Regional Secretary