

National Convention on Quality and Productivity - NCQP 2025

Application for KAIZEN SUGGESTION SCHEME

(to be submitted by 25th April 2025)

(Please fill in a separate form for each Kaizen Suggestion and submit after or with Form A)

Name of the Organisation	
Name of the Applicant	1.
Other team participants if any	2. 3. 4.
Date of the suggestion submitted to management	
Date of Suggestion implementation	
Kaizen No	
KAIZEN THEME	
Clearly explain the situation before the implementation (use diagrams/images if necessary)	
Describe your suggestion	

Clearly explain the situation after the implementation (use diagrams/images if necessary)

List the benefits(tangible and/or intangible) of the change

Please tick(√) result area

P		Q		C		D		S		M
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1
2
3

Details of the recognition/reward given by the company/organisation

1
2

Certification of the CEO / General Manager / Operation Manager / QC Manager / HR Manager

I certify that the suggestion was submitted to management and was implemented and that the details given in this submission are correct.

Signature

Date

Name : _____

Designation : _____

Contact Number : _____