



Dear Sir/Madam,

Sri Lanka Association for the Advancement of Quality & Productivity (SLAAQP) has announced the **National Convention on Quality & Productivity-NCQP 2026**.

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 involvement). We promote Quality Improvement Projects (QIP) mainly for Middle Management in manufacturing and service sector companies to undertake improvement projects that will enhance productivity and increase profitability. The special areas include Banks and Financial Institutions, Public Sector institutions, Healthcare, Hospitality, Hotel and tourism, Agriculture, Construction, Rubber and Plastics etc. Lean-Six Sigma Teams who are serious about leaning the supply chain and Kaizen suggestions scheme for anyone who has made an implementable suggestion. 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 theme of the convention this year is “**People driven Quality & Productivity for a Resilient Sri Lanka**”. The Convention will be held at a Colombo venue **on 15, 16, 17 June 2026** and the award ceremony will follow.

This year the convention has 5 streams. They are:

Stream	Description	Whom meant for
1	Quality Control Circles	A small group of employees work together in a team to solve a work-related problem
2	Cross Functional Teams	A small Team of employees across functional areas within an organisation reach a work-related goal.
3	Quality Improvement Projects(QIP)/ Work Improvement Teams(WIT)	Mainly practised in the service sector especially in healthcare to improve the patient comfort and safety. Also, in other services such as banking, architectural designs, construction, agriculture, hair & beauty salons, clinics, finance consultants, hotels, logistics, hairdressers, solicitors, postal/courier service etc.
4	Lean Six Sigma Teams	Minimising waste and driving towards defect free status. DMAIC / DMADV 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. (only top ten will be commended and brought to the NCQP)



Guidelines for NCQP 2025

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 and sealed confirming that it has been submitted to management and has been implemented.

Awards and evaluation criteria

All reports are marked by a trained and qualified panel of judges. The Awards are categorised as GOLD, Silver and Bronze. According to ICQCC guidelines, the GOLD award is for teams obtaining an overall score of more than 80%. This Score is typically calculated taking agreed percentages from criteria that include the report and the presentation. Award score thresholds are 80% and above, 70% and above and 60% and above for GOLD, Silver and Bronze awards.

The GOLD award winners are eligible to participate at the International Convention for Quality Control Circles(ICQCC 2026) held in Dhaka, Bangladesh, from November 18-20, 2026.

NCQP 2026

Applications are invited for which organisations/companies can apply now. The closing date for registration of teams is 24th March 2026 while application closing date with full payment and submission of requirements is 24th April 2026.

The following information is a guide to applicant companies where a short description of each of the streams are offered.

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. Teams once set up, continue to solve problems. Sometimes these teams work together for years bringing in remarkable achievements.

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. Teams usually continue to solve problems while a core team remains together while some members join others.

Quality Improvement Projects (QIP) Systematic, data-guided initiatives or processes designed to improve clinical care, patient safety, health care operations, service sector organisations where quality improvement is imperative and is supported by data collection relevant to the project.

The service sector includes Architectural designs, Hair and Beauty salons, Dental Practices, Clinics, Hotels, Restaurants, Cleaning firms, Banks, Insurance companies, Leisure centres, Service stations, Repair firms, Maintenance, Postal service, Solicitors etc. Number of participants will usually be five to ten.



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.

Kaizen Suggestion Scheme (KSS) Individual or group working towards same objective. It is expected that one or more of the areas - **Productivity, Quality, Cost, Delivery, Safety or Morale** will be addressed through the improvement. Usually, the Kaizen suggestions are carried out with no significant investment either individually or with a small group of individuals. Usually, defining the scope, goals, team, and logistics may take a longer time.

For a 'Mini Kaizen', the time can be 2-3 hours including documentation. Kaizen improvement process typical time line can be from a few hours to a few days. All members must be committed towards the task and understand the process to be modified.

For the NCQP applicants, the recommendation is 1, 2 or 3 persons for one suggestion implemented during a space of a few weeks.

Only one certificate per Kai-zen suggestion will be issued.

Applicants should download the application from the website and fill in accordingly.

Deadline for application is on 24th April 2026.

Application Procedure

How to register for the NCQP

1. Organisations/companies can apply for one or all 5 of the convention streams.
2. Every company must register on the system against the exact name of stream by 24th March 2026 and indicate the names of teams at the very start to obtain the relevant registration number.
3. Once this is done, an acknowledgement will be sent to the team co-ordinator.
4. Then a system generated email will be sent to the co-ordinator with the registration payment advice.
5. Then carry out the payment according to instructions by 31st March 2026.
6. The proof of payment should be sent to the SLAAQP office (finance@slaaqp.org)
7. Upon payment confirmation the co-ordinator can add team members and submit.
8. Then a system generated email will be sent to the coordinator to make the participation fee payment. Please use identification company code and team code numbers.
9. The registration must be fulfilled by completing the application requirements and sending the proof of payment to the SLAAQP office(finance@slaaqp.org) along with the Report hard copy and the electronic copies(training@slaaqp.org) by 24th April 2026.

*Each stream has different requirements. Please follow them carefully.

*The dates for submission are final. Because of the large volume of applications from participating teams, extensions will not normally be granted.



FOR Kaizen Suggestion Scheme (KSS) Fill in the Preliminary Application Form for Kaizen suggestion scheme (slaaqp.org or request application via email). Then fill in the Kaizen application form (Form K) with information relating to the work that has been implemented. Also indicate the area of the Kaizen (P, Q, C, D, S, M) and the projected benefits. The application fee is Rs.4,000/-. The deadline for submission is Friday, 24th April 2026. One certificate will be issued to ONE Kai-zen suggestion. In case of a team, if additional individual certificates are requested each certificate will cost Rs.500/- and will be prepared after the NCQP event.

A qualified team will be marking the suggestions submitted. Marks will be awarded according to the marking scheme. Top ten Kaizen suggestions among those that score more than 80% marks will be commended at the NCQP and one person per commended suggestion will be invited to the award presentation. All Kai-zen suggestions that score 50% or more marks are eligible for a certificate of commendation from the SLAAQP.

USE KAIZEN SUGGESTIONS SCHEME application available on the web for this purpose.

<https://slaaqp.org/ncqp/>

FOR QCC/CFT/QIP/LSS

<https://slaaqp.org/ncqp/>

All above teams have a two-step process. Step 1 is to register the company name and the team name for each category on google form by 24th March 2026. The registration fee should be paid by 31st March 2026 on the payment advice sent to the co-ordinator. The Step 2 is to register the names of team's participants, pay the applicable fee for the number of attendees and submit the report and the PowerPoint presentation together with the proof of payment. Make sure the correct registration number and team name are entered when making the payment. At this point, the names of team members should be clearly and correctly written on the form. The submission must include a physical copy of the report with one electronic copy. The registration is complete only if the appropriate registration fee is paid at the same time the report is submitted. Teams should submit information of the team members participating on the presentation day along with submission documents which are - The Report, including the Abstract and the PowerPoint presentation and the proof of payment. The deadline for this is Monday, 24th April 2026.

Step 1 should be completed by ALL streams other than Kaizen suggestions.

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 24th April 2026. Team registration fee and the participation fee for the team members (all expenses covering the presentation, evaluation, refreshments, certificates and award ceremony etc) should be paid and the proof of payment submitted to the SLAAQP office along with the submission documents.

Observers – Observers can register at the time of document submission or before. Companies can send observers on the same payment terms, but please be informed that they will NOT be able to participate as team members.



For Quality Control Circles (QCC) and Cross-Functional Teams (CFT)

For each team, the registration should be completed and a unique registration number will be automatically generated for the team. This number will be used in all correspondence.

A workbook is offered with the training sessions organised by the SLAAQP.

Training : Dates will be published from time to time on the web

<https://slaaqp.org/>

For Quality Improvement Projects (QIP)

For each team, the registration should be completed and a unique registration number will be automatically generated for the team. This number will be used in all correspondence.

For Lean Six Sigma teams (LSS)

For each team, the registration should be completed and a unique registration number will be automatically generated for the team. This number will be used in all correspondence.

The team members whose names have been given in the composition of teams and included in the report will be eligible for an e-certificate.

Application process, About the different streams, Application Requirements, Marking schemes, Report writing and expected contents, Abstract writing, PowerPoint presentation contents, and how the application should be submitted will be discussed at the training sessions.

You could also ask the SLAAQP office for any clarification.

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

The awareness workshops are usually held between 1215 to 1515 hours. Programme dates are 20th & 28th January and 10th and 17th February 2026.

Marking

QCC/CFT/QIP/LSS

The Reports will carry 80 marks and will be marked prior to the event by a trained and qualified panel of judges. The evaluation of the presentation on the day of the NCQP will be carried out by a pair of judges who will mark the presentation out of 40 marks. The average mark converted to a percentage will be the final mark.

Teams that obtain more than 50% will be eligible for an award. Teams having 50 – 64% marks will qualify for a Bronze award, teams obtaining 65-79% will qualify for a Silver award and teams obtaining 80% or more marks will qualify for a GOLD award. GOLD award winners are eligible to apply for the next ICQCC to be held in Bangladesh from 18 - 20 November 2026.

The ICQCC requires a well written abstract and report. So, it is important that this exercise is carried out in a professional manner.



A number of workshops will be conducted to inform the requirements of ICQCC:

ALL GOLD AWARD WINNERS ARE ELIGIBLE TO PARTICIPATE AT THE ICQCC 2026 IN Dhaka, Bangladesh in NOVEMBER 2026. TEAMS ARE ENCOURAGED TO COMPETE AT THE NCQP SO THAT THEY HAVE AN OPPORTUNITY TO BENCHMARK AT AN INTERNATIONAL EVENT.

NOTE: Projects get outdated very quickly. Therefore, it is recommended that new Problem-Solving projects are undertaken and presented at the NCQP.

FEE STRUCTURE	TEAM REGISTRATION	PARTICIPATION FEE
QCC / CFT	Rs.16,500/-	Rs.7,000/-
QIP	Rs.16,500/-	Rs.7,000/-
LSS	Rs.16,500/-	Rs.7,000/-
	To be paid by	To be paid by
	31 st March 2026	24 th April 2026
		OBSERVER FEE
QCC / CFT /QIP / LSS		Rs.7,000/-
		To be paid by
		24 th April 2026
KAIZEN SUGGESTION SCHEME		Rs.4,000/-
		To be paid by
		24 th April 2026

Technical Committee/SLAAQP
20 January 2026