



National Productivity Council, Gandhinagar (Gujarat)

FAQs and Application Form for 5 'S' Certification Scheme

1. What is 5 'S', 5 'S' certification scheme of NPC and its benefits?

Please download NPC brochure from:

<https://5s.npcgandhinagar.in/wp-content/uploads/2018/10/5-S-Certification-Scheme-Brochure-Less-2mb.pdf>

2. Is this scheme applicable only for manufacturing industries?

Scheme is applicable to all industrial, commercial and service establishments including offices, educational institutes, hospitals, government offices etc.

3. Can unit directly go for certification audit?

If unit has already undertaken 5 'S' initiatives then it may directly go for certification audit.

4. How the evaluation of score is undertaken for 5 'S' audit?

The work place will be evaluated on various aspects through a checklist on the scale of 0 to 5. **Annexure II** (on last page of FAQs) contains indicative criteria for rating the score on the scale of 0 to 5. Detailed area wise check list would be shared with the unit after receipt of certification fee.

5. What is the duration of audit at shop-floor?

For shop floor area up to 1200 Square meter, maximum 1 to 2 days by one auditor.

6. Our unit is a beginner for 5 'S', what should we do?

There are various options available for beginner units:

- Beginner unit can go for **Stage I (Preliminary)** audit from NPC and seek improvements to be undertaken for qualifying 5 'S' certification audit. After implementation of improvements, certification audit can be undertaken.
- Beginner unit can undertake one day awareness training from NPC at its premises for 5 'S' for one batch [25-30 persons] for core team members @ Rs. **25,000/-**+18% GST. Venue and other training arrangements to be undertaken by client at its cost.

7. How we can apply for 5 'S' Certification?

Unit can apply for 5 'S' certification by sending the filled-in application form [**Annexure I of FAQs**] at gandhinagar@npcindia.gov.in

8. What is the fee for 5 'S' certification?

For Gemba [Shop-floor] area up to 1200 Square Meter and upto 250 employees :

Certification fee: **Rs. 33,000/-**+18% GST [total Rs 38,940/-] is applicable.

Those units which opt to go for **Stage I [Preliminary audit]**, additional **Rs. 30,000/-**+18% GST [total Rs. 35,400] would be applicable.

For areas beyond 1200 Square Meter, customized quotation can be submitted by NPC.



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Fee **includes** audit charges, certification charges, boarding & lodging and travel cost of auditor. However, for ease of operation, pick up from and drop to nearby Railway station/Bus Station and working lunch can be arranged by applicant unit for auditor. Fee is non refundable.

9. What is the mode of payment of fee to NPC?

Fee can be paid **only by NEFT/RTGS**

Bank account details of **National Productivity Council** is

Indian Overseas Bank, 70, Golf Link Branch, New Delhi,
SB A/C No. 026501000009207;
IFSC No. IOBA0000265

GSTIN no of NPC: 24AAATN0402F1ZC

PAN No. of NPC: AAATN0402F

Tax invoice would be sent to the company after receipt of fee payment.

10. How much time is taken for Certification?

- Application Registration Number (ARN) along with audit preparation guidelines with check list would be sent within **12 working days** of receipt of filled in application form and fee payment.
- Audit would be undertaken on a mutually convenient date between applicant unit and NPC within **45 working days**.
- Audit report would be issued within **15 working days of conducting audit**. Audit report would contain zone wise scores and improvement suggestions.
- Certificate to eligible units would be released within **30 working days** of release of audit report.

11. What if, my unit falls short of minimum eligible score for certification after the audit?

If your unit fails to qualify for minimum qualifying score after the audit, certificate will not be issued by NPC.

However option would be available for unit to convert certification audit into **Stage I [Preliminary] audit** and get the improvement suggestions from NPC. After implementing improvements, unit can again apply for Certification audit by paying the certification fee [Rs 3000/- paid in excess during Stage I audit would be adjusted in the certification fee].

12. Our unit's has a shop-floor area more than 1200 Square Meter. How I should proceed?

Those units who have more than 1200 Square Meter area and submitted the online registration request at NPC portal, NPC would approach the units



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within 30 working days of submission of request for submitting customized quotation.

However, these units can also select one of areas of plant which is less than 1200 Square Meter and get that area certified for 5 'S'. In this case, directly the filled-in application [**Annexure I**] along with payment details can be submitted.

13. What is the validity period of certification?

Certification would be valid for 3 years during which certificate would be released every year. Surveillance audit for second and third year would be undertaken by NPC by payment of surveillance audit fee of Rs.30,000+GST.

14. Where to contact for further queries?

You may write to gandhinagar@npcindia.gov.in

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Visit us at <http://www.npcindia.gov.in>



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Annexure I: Application for 5 'S' Certification

(For Gujarat, Daman and Diu regions)

(This form should be filled, signed, scanned and sent by email at gandhinagar@npcindia.gov.in)

Please fill all details in CAPITAL letters

(1) Name of unit: _____

Address: _____

City: _____ Distt: _____ State: _____

(2) GSTIN No of applicant unit: _____

(3) Name of Products/Services: _____

(4) Name, Designation of contact person: _____

E-mail: _____

(5) Cell no. of Contact person: _____

(6) Gemba (Shop-floor) Area to be covered under audit (Square Meter): _____

(7) Applying for (Please check):

(A) Certification Audit [Fee Rs. 33,000+18%GST]*

(B) Stage I [Preliminary] Audit [Rs. 30,000+18% GST]*

(C) 5 'S' training [Rs. 25,000+18% GST]

*Fee for Gemba (shop-floor) area up to 1200 square meter.

(8) Total number of employees: a. Company: _____ b. Contract: _____

(9) Date & UTR no details of fee payment:

Date _____ UTRNo. _____

I have read and understood the scheme document thoroughly and apply for the scheme.

Date: _____

(Signature)

Name of authorized signatory with company seal



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ANNEXURE II: INDICATIVE CRITERIA FOR SCORING

S. No.	Score	Evaluation Criteria (Ratings based on degree of assessment)
i	0	5S system is totally absent.
ii	0.1 to 1	5S system is in very initial stage, not being practiced, no understanding of work practices among employees.
iii	1.1 to 2	Parts of the 5S system have been practiced, limited understanding of the job & work practices among employees.
iv	2.1 to 3	5S system is in practice, basic understanding of the job & work practices among employees.
v	3.1 to 4	5S system is widely practiced at work place, Good documentation practice & SOPs on various types of validation aspects are in place, consistency in performing the job to a reasonable extent.
vi	4.1 to 4.9	5S system is comfortably, efficiently, effectively and orderly practiced high level of specialization of employees in performing the job.
vii	5	An exceptionally high level housekeeping with in depth understanding of work practices among employees