

## National Cleaner Production Awards 2019

### Guidelines for Submission of Applications

1. The award programme is open to all enterprises registered in Sri Lanka who are engaged in sustainable consumption and production (SCP) practices falling under following categories.
2. Applications are called under following categories\*,
  - a. Large scale manufacturing organizations
  - b. Medium scale manufacturing organizations
  - c. Small scale manufacturing organizations
  - d. Service organizations
  - e. Public & other institutes
3. Applications should be submitted on application forms obtained from National Cleaner Production Centre (NCPC), 66/1, Dewala Road, Nugegoda on weekdays from 8.30 am to 5.00 pm. Any other format, revised version or photo copies of the application form will not be accepted for evaluation. Rs. 250/- will be charged for each set of printed application. Or otherwise the applications can be freely downloaded from the NCPCSL website (<http://www.ncpcsrilanka.org/>).
4. The duly completed application form, sealed in an A4 size envelope with supporting documents (given in the annexure) to substantiate the information given, should be submitted to the National Cleaner Production Centre.

"Application for National Cleaner Production Awards 2019" should be written at the top left-hand corner of the envelope for identification purposes.

A receipt of acknowledgement should be obtained on submission of the application form.
5. At the time of submission of application, a participation fee should be paid per application as following:

Large scale manufacturing organizations - Rs. 12,500/-  
Small, medium and other sectors - Rs. 7,500/-

A copy of the receipt should be attached to the application. Payment can be made by cash, or by Cheque drawn in favor of "National Cleaner Production Centre".
6. An organization having several industrial units, situated at different locations may take part in the awards programme as separate participant. Each participating unit should submit a separate application to enter the programme.
7. All questions in the application form should be answered. Incomplete applications will not be considered for evaluation. Extra sheets may be used to provide additional information where necessary.
8. **Applications will close at 4.00 pm on Friday, 18<sup>th</sup> October 2019. No late submissions will be accepted.**

\*According to ministry of industry and commerce the large scale manufacturing organizations should employ more than 300 workers and the annual turnover should be more than 750 million rupees.

Medium scale manufacturing organizations should employ 51 – 300 workers and the annual turnover should be in the range of 251 – 750 million rupees.

Small scale manufacturing organizations should employ 11 – 50 workers and the annual turnover should be in the range of 16 – 250 million rupees.

## **National Cleaner Production Awards 2019**

### **Methodology of Evaluation**

The Evaluation of applications for the award will be as follows.

#### **Step 1: Desktop Evaluation**

- The organization will be evaluated for its eligibility to enter the competition, based on the information provided in the application.

#### **Step 2: On-Site Evaluation**

- Organizations selected by the desktop evaluation will be visited by an evaluation panel to verify the given information.
- The organization should provide transport to the auditors.
- The organization should co-operate with the evaluation panel to visit the plant/ facility & operations during the period from 28<sup>th</sup> October to 9<sup>th</sup> December 2019 at a minimum of one week notice to conduct the evaluation.
- The organization should provide a responsible senior officer to coordinate with the evaluation panel & guide them during the site visit.
- Chief Executive Officer or any other person, with whom the responsibility is entrusted, should be available at the site to be interviewed by evaluators on Future Plans of the company to improve environment performance.

#### **Step 3: Final Selection**

- The final selection of organizations for the award will be made by a Panel of Judges comprising of professionals having national level acceptance.
- The panel of judges or a re-evaluating team may visit the organization if required during the period from 15<sup>th</sup> to 30<sup>th</sup> December 2019 with or without prior notice.
- The judges' decision will be final and no queries about their decision will be entertained.
- The selected organizations for the award will be notified on or before 15<sup>th</sup> January 2020 to receive their awards at the Awards Ceremony to be held.
- All organizations visited by the evaluation panel will be given a feed back on their level of RECP performance, on request.

## **Annexure**

### **List of Supportive Documents**

1. Copy of registration certificates of organization.
2. A map indicating access to the facility applying.
3. Copy of Environmental Policy
4. List of applicable environmental regulations
5. Copy of Environmental Protection License (EPL) (if applicable)
6. Copies of National and International Certificates belonging to the company (Eg: ISO 14001 EMS, OHSAS 18001, etc.)
7. Copies of certificates of other Awards won by the facility during the last five years.
8. Training records relevant to staff training
9. Copies of Articles / write-ups published by your staff personnel on RECP/SCP/EMS during the past 2 1/2 years.
10. Copies of presentations or papers submitted by your staff personnel on RECP/SCP/EMS in local/ regional/ international forums during the past 2 1/2 years.
11. Any other relevant documentary proof that you would like to submit.

**Note:**

Please attach only copies of above documents and make available originals for inspection during onsite evaluation.