



## National Cleaner Production Awards 2021

### Guidelines for Submission of Applications

1. The award programme is open to all enterprises registered in Sri Lanka and obey the sustainable consumption and production practices.
2. Applications are invited 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 can be downloaded at [www.ncpcsrilanka.org](http://www.ncpcsrilanka.org).
4. Filled application should be sealed in an envelope with supporting documents and submitted with "Application for National Cleaner Production Awards 2021" written at the top left hand corner of the envelope for identification purposes.
5. The original copy of the duly completed application form, with supporting documents (given in annexure) to substantiate the information given, should be submitted to the National Cleaner Production Centre at No. 66/1, Dewala Road, Nugegoda on or before 3.00 pm on 30<sup>th</sup> September 2021 and the soft copy of the application should be submitted to [info@ncpcsrilanka.org](mailto:info@ncpcsrilanka.org). Alternatively the application form and supporting documents can be sent via registered post. The date of registration should be 30<sup>th</sup> September, 2021. **Applications will close at 3.00 pm on Thursday, 30<sup>th</sup> September 2021. Applications submitted after the said time will be rejected.**
6. A receipt of acknowledgement should be obtained on submission.
7. At the time of submission of application, a total application processing and evaluation fee should be paid and a copy of the receipt should be attached to the application. Payment can be made by cash, or by cheque drawn in favour of "National Cleaner Production Centre". The participation fee is as follows based on the award category.
  - a. Manufacturing – Large : LKR 25,000.00
  - b. Manufacturing – Medium : LKR 18,000.00
  - c. Manufacturing – Small : LKR 10,000.00
  - d. Service Organizations : LKR 15,000.00
  - e. Public & Other institutions : LKR 10,000.00
8. An organization having several industrial units, situated at different locations and registered as separate legal entities should take part in the awards programme as separate organizations. Each participating organization should submit a separate application to enter the programme.
9. 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.



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### Methodology of Evaluation

The Evaluation of applications for the awards 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 a panel of evaluators to verify the given information.

The organization should co-operate with the panel of evaluators to visit the plant & operations during the period from 15<sup>th</sup> October to 30<sup>th</sup> November, 2021. The visit will be pre informed one week prior to the evaluation.

#### 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 7<sup>th</sup> December 2021 to 15<sup>th</sup> December 2021 with 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 beforehand to receive their awards at the Awards Ceremony to be held.

### Instructions for applicants

- The organization should provide a responsible senior officer to coordinate with the evaluation team & 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.
- Company should provide transport for evaluators based on the instructions provided by NCPC.



## List of Supportive Documents

1. Copy of registration certificates of organization.
2. Copy of Environmental Policy
3. List of applicable environmental regulations
4. Copy of Environmental Protection License (EPL) (if applicable)
5. Copy of scheduled waste license
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 (Section B9).
8. Staff Training records on RECP/EMS/EnMS or any other sustainability related training programmes.
9. Copies of Articles / write-ups published by your staff personnel on RECP/EMS during the past 3 1/2 years.
10. Copies of presentations or papers submitted by your staff personnel on RECP/EMS in local/ regional/ international forums during the past 3 1/2 years.
11. Copies of Annual Sustainability Report/GRI Report/National Green Reporting
12. 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.