

3rd edition of EEPC India Quality Award

Application Form

Section – A (Basic Information)						
1.	Registered Name of the Organization					
2.	Address of the registered Organization					
3.	RCMC number ~ (Applicable for EEPC India Members)					
4.	In case of non-members kindly specify your IEC Number					
5.	No. of Manufacturing Units					
6.	Ownership Type (Tick ✓ from the below options)					
	Public Limited	Private Limited	Limited Liability Partnership	Partnership	Proprietorship	Any other (please state)
7.	Name of the Owner / MD / Director / CEO					
	Contact details:					
	E-mail:					
	Mobile:					
8.	Name of the Coordinator (Point of contact-POC)					

	Contact details:	
	E-mail:	
	Mobile:	
9.	Provide a short summary of your business (Highlight major challenges faced and how the same was addressed). (Limit it to 500 words)	

~ RCMC: Registration cum Membership Certificate

Section – B (Financial Information (For last 3 Years)) (in Rs.)				
S. No.	Description	2020 – 21	2021 – 22	2022 – 23(Provisional)
a)	Gross Investment in plant & machinery			
b)	Total Turnover			
c)	Budget for Quality			
d)	Total Export Sales			

Section – C (Product Information)					
S. No.	Product Description (HS Code wise at 6-digit level) *	Key Customer(s)	Export/Domestic	% Contribution to total turnover	Top export destinations with %age share in total exports
1.					
2.					
3.					
4.					

*HS Code: Harmonized System Classification

Section – D (Quality Related Information)		
1.	Please provide a short description of your conversion process (e.g., Raw Material → Casting → Forging → Machining → Grinding – Packaging etc.)	{Not more than 500 words}
2.	Please provide a short description of your Quality Management System. <i>If there is a Quality Manual available in your organization, please attach the same.</i>	{Not more than 500 words}
3.	Mention Customer Testimonial/ Credentials / Certifications / Awards received from external agencies (National/International).	
4.	Describe the role / responsibilities of management (MD / Director / HOD etc.) in Quality Management. <i>(Attach organogram/organization structure. Also provide a description of Roles and Responsibilities of the above)</i>	
5.	How does the organization develop and implement Quality Policy, Quality Objectives and Quality Plan – explain the process? <i>(Attach Quality Policy, Quality Objectives and Quality Plan)</i>	{Not more than 500 words}
6.	How do you build up competence of your people in Quality related matters? Include the following a. <i>Identification of training needs, b) Evaluation of training needs, c) Provision of training and d) Evaluation of effectiveness.</i>	{Not more than 500 words}
7.	How do you select and evaluate your suppliers? <i>(Please elaborate on the evaluation process for the Suppliers)</i>	{Not more than 500 words}
8.	How do you plan and ensure inspection, testing and calibration activities? <i>(Describe briefly the system and enclose supporting documents)</i>	{Not more than 500 words}
9.	How does your Quality Management System is addressing Quality Risk. (Quality risk includes design risk, product development risk, process risk etc. Organizations are using various risk	{Not more than 500 words}

	assessment tools for identification, analysis and mitigation of risks.) <i>Please provide a short description of the above.</i>	
10.	Have you identified and implemented innovative/new practices in your Quality Management Systems. (Also include initiatives of Digitalization/Automation) <i>(Please provide a short description of the above.)</i>	{Not more than 500 words}
11.	How do you evaluate the effectiveness of your Quality System including the root cause analysis? <i>(Mention whether you conduct internal audits, product audits, etc.)</i>	{Not more than 500 words}
12.	What initiatives are you taking for improving quality? (Provide short description of your quality improvement process and attach the list of quality improvement projects)	{Not more than 500 words}
13.	How do you ensure that your Customer Complaint handling process is effective?	{Not more than 500 words}
14.	How do you ensure Data Security with respect to the data of your Customers, Suppliers and Processes?	{Not more than 500 words}
15.	Explain your Sustainability efforts? (i.e., Energy efficiency, Environment and Water in your Unit)	{Not more than 500 words}

Section – E (Data on Quality)				
Sr. #	Particulars	2020 – 21	2021 – 22	2022 – 23 (Provisional)
1.	Material Defect			
	a. Incoming Defect %			
	b. Work in Progress Defect %			
2.	Product Defect (Outgoing)			
	a. Domestic Product Defect %			
	b. Export Product Defect %			
3.	Count of Corrective Actions (Include both Internal and External Audits)			
4.	Number of Opportunities for Improvements (OFIs) reported (Include both Internal and External Audits)			
5.	Scrap: % of Total Sales			
6.	Total Customer Complaints (Number)			
	a. Total Customer Complaints – Domestic (Number)			
	b. Total Customer Complaints – Export (Number)			
7.	Adherence to Preventive Maintenance Schedule of Major Machines in % (Actual Number of Preventive Maintenance/Planned Number of Preventive Maintenance)			
8.	Budget on Quality / Turnover (in Percentage)			
9.	Delivery Problems includes Time delays, Ontime In full (OTIF) etc. (In numbers)			
10.	Training Hours per Employee [Total Training Hours/Number of Employees]			
11.	Are you measuring Customer Satisfaction if yes, Customer Satisfaction Trend			
12.	Employee Turnover (In Percentage %)			

I have gone through the Terms of Reference. I certify that the information submitted in this application is true and correct to the best of my knowledge. I further understand that any false statements may result in denial or revocation of the application.

Date:
Place:

Signature of the Owner / MD / Director / CEO (Authorized Representative)