**Application Form To Become LCS Approved**

Notes & Instructions

* **This document is to be used by organisations seeking LCS APPROVED status for one of its products**
* **Refer to the GUIDE TO BECOMING LCS APPROVED when completing this document.**
* **The word PRODUCT is used generically to refer to the technology, system or service supplied to a customer by the applicant.**
* **Complete all sections in white (not green shaded).**
* **For existing products, a sample of customers will be asked to corroborate the submission made by the applicant.**

# Organisation Details

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** |  | **Address** |  |
| **Nature of activity** |  |
| **Date Completed** | Click here to enter a date. | **Completed by (name/role)** |  |

# oRGANISATION bACKGROUND

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# product description

Provide details of the product that is to be considered for approval.

| **ASPECT** | **DESCRIPTION** |
| --- | --- |
| **Product type** | x |
| **Market name**  | x |
| **Purpose** | x |
| **Overall description** | x |
| **Key features** | x |
| **Key benefits** | x |
| **Target market(s)** | x |
| **New or existing product** | x |
| **Time in market or proposed launch date** | x |
| **Number of customers using the product** | x |

# Customer Corroboration

Provide details of five customers who can be contacted to corroborate the application. A sample will be contacted.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Details** | **Customer 1** | **Customer 2** | **Customer 3** | **Customer 4** | **Customer 5** |
| **Organisation**  |  |  |  |  |  |
| **Activity** |  |  |  |  |  |
| **Contact Name** |  |  |  |  |  |
| **Role** |  |  |  |  |  |
| **Contact relationship with applicant** |  |  |  |  |  |
| **Email** |  |  |  |  |  |
| **Length of time using product** |  |  |  |  |  |

# Lean alignment Statements

* State the degree to which the product aligns to each of the **lean enterprise characteristic statements** below, using a five-point scale (in the drop down box), in the column SELF ASSESSMENT RATING.
* Selection options range from **very high alignment** to **very low alignment** and include **not applicable** and **no alignment**. This will address the question “to what extent does the product align with the statements?”
* For each statement, add narrative that supports the rating given. A summary narrative should be provided in the table below, (up to 100 words) and a more detailed narrative can be made in Section 6 if necessary.
* A sample of customers using the product will be asked to state their level of agreement or disagreement with the self-assessment rating made (see the green shaded areas). Note that customers will be provided with only Section 5 of this document.
* Refer to the Guide to Becoming LCS Approved.

| **#** | **LEAN ENTERPRISE CHARACTERISTIC STATEMENT** | **SELF-ASSESSMENT RATING** | **SUMMARY NARRATIVE SUPPORTING RATING** | **CUSTOMER CORROBORATION**  |
| --- | --- | --- | --- | --- |
| **1** | **LEAN ENTERPRISE PERSPECTIVE & CI CULTURE** |
| 1.1 | **Supports the long term objectives of the organisation and promotes constancy of purpose** | Choose an item. |  | Choose an item. |
| Add comments here |
| 1.2 | **Fosters the development of an extended enterprise beyond the operating unit in which it is implemented** | Choose an item. |  | Choose an item. |
| Add comments here |
| 1.3 | **Encourages the organisation to manage by data**  | Choose an item. |  | Choose an item. |
| Add comments here |
| 1.4 | **Supports a value stream perspective, process/systems thinking and scientific thinking.** | Choose an item. |  | Choose an item. |
| Add comments here |
| 1.5 | **Supports organisational alignment – clarity of purpose and connected goals.** | Choose an item. |  | Choose an item. |
| Add comments here |
| 1.6 | **Supports the pursuit of perfection, focus on long term solutions and simplification.** | Choose an item. |  | Choose an item. |
| Add comments here |
| **2** | **LEAN LEADERSHIP, POSITIVE ENGAGEMENT, RESPECT FOR PEOPLE** |
| 2.1 | **Facilitates senior management engagement in operations and Gemba activity.** | Choose an item. |  | Choose an item. |
| Add comments here |
| 2.2 | **Supports the development of staff capability competency in problem solving**  | Choose an item. |  | Choose an item. |
| Add comments here |
| 2.3 | **Supports a leadership style characterised by humility and respect for every individual.** | Choose an item. |   | Choose an item. |
| Add comments here |
| 2.4 | **Encourages the development of a learning organisation, a questioning culture, and the promotion of new ideas.** | Choose an item. |  | Choose an item. |
| Add comments here |
| 2.5 | **Supports empowerment, trust and effective communications.** | Choose an item. |  | Choose an item. |
| Add comments here |
| **3** | **QUALITY, PROCESS FLOW & PULL**  |
| **3.1** | **Delivers improvements in productivity** | Choose an item. |  | Choose an item. |
| Add comments here |
| **3.2** | **Supports the presentation of visual controls and problem visibility** | Choose an item. |  | Choose an item. |
| Add comments here |
| **3.3** | **Facilitates demand responsiveness and pull systems.** | Choose an item. |  | Choose an item. |
| Add comments here |
| **3.4** | **Supports the levelling of workload, reducing unevenness** | Choose an item. |  | Choose an item. |
| Add comments here |
| **3.5** | **Supports quality at source and the delivery of “right first time” in both material quality and service quality** | Choose an item. |  | Choose an item. |
| Add comments here |
| **3.6** | **Delivers waste identification & removal** | Choose an item. | . | Choose an item. |
| Add comments here |
| **3.7** | **Supports the appropriate standardisation of processes** | Choose an item. |  | Choose an item. |
| Add comments here |
| **4** | **VALUE, CUSTOMER, STAKEHOLDER UNDERSTANDING** |
| **4.1** | **Helps the operation respond effectively to customer demand** | Choose an item. |  | Choose an item. |
| Add comments here |
| **4.2** | **Promotes customer focus and the creation of customer or stakeholder value** | Choose an item. |  | Choose an item. |
| Add comments here |
| Add any general comments here |

# Detailed Narrative Supporting Self Asessment rating

|  |  |
| --- | --- |
| **SECTION** | **DETAIL** |
| 1.1 |  |
| 1.2 |  |
| 1.3 |  |
| 1.4 |  |
| 1.5 |  |
| 1.6 |  |
| 2.1 |  |
| 2.2 |  |
| 2.3 |  |
| 2.4 |  |
| 2.5 |  |
| 3.1 |  |
| 3.2 |  |
| 3.3 |  |
| 3.4 |  |
| 3.5 |  |
| 3.6 |  |
| 3.7 |  |
| 4.1 |  |
| 4.2 |  |
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|  |  |
|  |  |

# Assessor Summary

## Overall Evaluation

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| --- |
|  |

## Recommendation

|  |  |
| --- | --- |
| Grade | Explanation |
|[ ]  0 |  |
|[ ]  1 |  |
|[ ]  2 |  |
|[ ]  3 |  |
|[ ]  4 |  |