

## For Manufacturing Sector Companies Only

From 20 July 09, the application and assessment processes of the Singapore Quality Class (SQC) and Manufacturing Excellence Award (MAXA) have been integrated for companies in the manufacturing sector.

Companies interested in applying for MAXA would also need to apply for SQC by submitting an integrated application package as described below.

Companies applying for SQC would be invited to participate in an integrated MAXA-SQC site assessment and be considered for MAXA, if they meet the MAXA requirements based on their application.

For more information on MAXA please visit [www.maxa.sg](http://www.maxa.sg)

## Benefits to Manufacturing Sector Companies

In view of the strong synergies between business and manufacturing excellence, this integration allows companies to be assessed on both aspects through a single application and assessment process, thereby minimizing the duplication of work for companies.

## Application and Assessment

Manufacturing sector companies should apply based on the four options below:-

Option	If the company is a	What to Do	How will the company be assessed
1	New SQC applicant	<ul style="list-style-type: none"> <li>• Submit an online application to the BE Secretariat comprising:                             <ul style="list-style-type: none"> <li>• Application Form</li> <li>• Self-Assessment Tool</li> <li>• Key Performance Indicator (KPI) Form (including Annex A)</li> </ul> </li> <li>• .</li> </ul>	<ul style="list-style-type: none"> <li>• Applicant would be invited to participate in an integrated MAXA-SQC site assessment., if it meets the MAXA requirements based on the application.</li> <li>• Upon acceptance of the invitation, the integrated site assessment would be scheduled. The sample programme is in Annex 1.</li> <li>• For applicants not interested in MAXA or not invited to be considered for MAXA, an SQC site assessment would be scheduled.</li> </ul>
2	Existing SQC company <ul style="list-style-type: none"> <li>a) due for renewal or</li> <li>b) requesting early renewal</li> </ul>	<ul style="list-style-type: none"> <li>• Same as Option 1.</li> </ul>	<ul style="list-style-type: none"> <li>• Same as Option 1.</li> </ul>
3	Existing SQC company interested in MAXA <ul style="list-style-type: none"> <li>a) but not due for renewal or</li> <li>b) do not request for early renewal</li> </ul>	<ul style="list-style-type: none"> <li>• Update previous SQC submission (application report and KPI form) from the last renewal.</li> <li>• Complete Annex A of KPI form.</li> <li>• Submit application to the MAXA Secretariat.</li> </ul>	<ul style="list-style-type: none"> <li>• Applicant would participate in a MAXA site assessment, if it meets the MAXA requirements based on the application. The sample programme is in Annex 1.</li> </ul>
	MAXA applicant that is not a SQC company	<ul style="list-style-type: none"> <li>• Submit an online application to the BE Secretariat comprising:                             <ul style="list-style-type: none"> <li>• Application Form</li> <li>• Self-Assessment Tool</li> <li>• Key Performance Indicator (KPI) Form (including Annex A)</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Applicant would be scheduled for the integrated MAXA-SQC site assessment, if it meets the MAXA requirements based on the application. The sample programme is in Annex 1.</li> </ul>

## Annex 1

### MAXA-SQC Integrated Assessment Site Visit Agenda

Day 1(Time)	Activity (SQC/MAXA)	Partners	
0830 – 0845	Opening Meeting	SQC, MAXA Teams	
0845 – 0915	Presentation by CEO/Senior Management on Organizational Overview	SQC, MAXA Teams	
0915 – 1025	Presentation by Senior Management/Process Owners on Organization’s Systems, Practices and Performance (Part I)	SQC, MAXA Teams	
1025 – 1030	Break		
1030 – 1200	Presentation by Senior Management/Process Owners on Organization’s Systems, Practices and Performance (Part II)	SQC, MAXA Teams	
1200 – 1300	Working Lunch		
1300 – 1345	SQC: Document Review	MAXA: Plant Tour  (MAXA and SQC assessment teams to split)	
1345 – 1430	SQC: Interviews – Middle Management		
1430 – 1515	SQC: Interviews – Operations		
1515 - 1600	SQC: Interviews – Support/Frontline		
1600 – 1700	Document Review	MAXA: Interviews – <ul style="list-style-type: none"> <li>• Operation</li> <li>• Supply Chain</li> <li>• Business Development</li> </ul>	(MAXA and SQC assessment teams to split)
1700 – 1745	SQC Assessment Team Caucus		
1745 – 1815	SQC - Closing Meeting	SQC, MAXA Teams	

Day 2 (Time)	Activity (MAXA)	Partners
0800 - 0930	Morning production and shift meetings	MAXA Team
0930 - 1130	Follow-up interviews/observations (to be determined the day earlier), and spot line visits as needed	MAXA Team
1130 - 1230	Working Lunch	MAXA Team
1230 - 1530	Prepare & summarize observations	MAXA Team
1530 – 1700	Debrief meeting with management	MAXA Team