

Product & Service Evaluation

4. Quality Of Final Goods/Service

Excellent ☐ Good ☐ Average ☐ Below Average ☐ Not satisfy ☐ N/A ☐ Decesion Pending ☐

5. Product Appearance

Excellent ☐ Good ☐ Average ☐ Below Average ☐ Not satisfy ☐ N/A ☐ Decesion Pending ☐

6. Raw Material Quality (P/S)

Excellent ☐ Good ☐ Average ☐ Below Average ☐ Not satisfy ☐ N/A ☐ Decesion Pending ☐

7. Raw Material Stock Maintain (P/S)

Excellent ☐ Good ☐ Average ☐ Below Average ☐ Not satisfy ☐ N/A ☐ Decesion Pending ☐

8. Production/Technology (P/S)

Manual ☐ Machinery ☐ High technology ☐ Both manual and Machinery ☐ Decesion Pending ☐

9. Product/ Service Processes

Formal ☐ Informal ☐ N/A ☐ Decesion Pending ☐

Service Evaluation

10. Maintaining Service Manual

Yes ☐ No ☐ Decesion Pending ☐

11. Minimum Physical Facilities

Adequate ☐ Inadequate ☐ N/A ☐ Decesion Pending ☐

12. Customer Database

Yes ☐ No ☐ Decesion Pending ☐

13. Time Consuming

Spend more than Standard ☐ Spend standard time ☐ Spend less than Standard ☐ N/A ☐ Decesion Pending ☐

Finance Information

14. Plan Availability

No Business Plan ☐ Have MKT plan only and Follow ☐ Have Production plan only and Follow ☐
Have Financial plan only and Follow ☐ Have HR plan only and Follow it ☐ Have Complete plan and Follow it ☐
Have a business Plan, not follow ☐ Decision Pending ☐

15. Accounting & Recording

No Accounting records ☐ Bill (Invoice) only ☐ Final accounting (Manual) ☐
Final accounting (Accounting Software) ☐ Basic Books (Cash Book/Credit book etc.) - Manual ☐
Decesion Pending ☐ Basic Books (Cash Book/Credit book etc.) - Computerized ☐

16. Savings Account Availability

Yes ☐ No ☐ Decesion Pending ☐

17. Current Account Availability

Yes ☐ No ☐ Decesion Pending ☐

If yes,

18. Managing Current Account

Excellent ☐ Good ☐ Average ☐ Below Average ☐ Not satisfy ☐ N/A ☐ Decesion Pending ☐

19. Business Loan Obtained

Yes ☐ No ☐

20. If Yes,
Reason
Amount
Bank/Institute
Status

			Setteled	Running	Arrears
			Setteled	Running	Arrears
			Setteled	Running	Arrears
			Setteled	Running	Arrears
			Setteled	Running	Arrears
			Setteled	Running	Arrears

Guide for Reasons -
Initial Investment/
Purchase Machinery/
Purchase rawmaterials/
Purchase Vehicle for Business/
Settle Previous Business Loan/
Market Promotion activity/
Purchase Land for Business/
To Purchase or build a Building/
Other

Marketing Information

21. Marketing Objective
No
Yes
No Idea
Developed by SED

22. Vision and Mission of Business
No
Yes
No Idea
Developed by SED

23. Market Strategies

24. Market Channel
Direct to customer
Retailer → Customer
Wholesaler → retailer → Customer
Other
Agent/Broker → Wholesaler or Retailer → Customer

25. Market Area

26. Existing Customer Base
Around Village
Village fair & Around Village
Super Market
Around own District
Around own & Near District
Island wide
International Market

27. CSR Activities
No
Below 50,000
50,001- 100,000
100,001- 150,000
150,001- 200,000
200,001- 250,000
250,001- 300,000
300,001-500,000
Above 500000

28. Transport Facilities
Own Vehicle
Hired Vehicle
Public Transport
All Above
N/A

29. Branch Availability
No Branch
Branch in Own District
Branch in Other District
Branch in Overseas
Decision Pending

30. Future Customer Base
Around Village
Village fair & Around Village
Super market
Around own District
Around own & Near District
Island wide
International Market

Promotional Information

31. Online Sales
Yes
No

32. Facebook Page
Yes
No

33. FB Page or Social Media Link

34. Brand Name
Yes
No

35. Brand Registration

No ☐ Yes ☐ N/A ☐

36. Web Site

No ☐ yes ☐ Decision Pending ☐

37. Web Site Url**38. Customer Complaints**

No Complaints ☐ few Complaints ☐ More complaints ☐ Decision Pending ☐

39. Barcode

No ☐ yes ☐ N/A ☐ Decision Pending ☐

40. Visiting Card

Excellent ☐ Good ☐ Average ☐ Below Average ☐ Not satisfy ☐ Decesion Pending ☐ No ☐

41. Logo

Excellent ☐ Good ☐ Average ☐ Below Average ☐ Not satisfy ☐ Decesion Pending ☐ No ☐

42. Logo Registration

No ☐ yes ☐ Decision Pending ☐

43. Name Board

Excellent ☐ Good ☐ Average ☐ Below Average ☐ Not satisfy ☐ Decesion Pending ☐ No ☐ N/A ☐

44. Customer Care

Excellent ☐ Good ☐ Average ☐ Below Average ☐ Not satisfy ☐ Decesion Pending ☐ No ☐

45. Packing

Excellent ☐ Good ☐ Average ☐ Below Average ☐ Not satisfy ☐ Decesion Pending ☐ No ☐ N/A ☐

46. Label

Excellent ☐ Good ☐ Average ☐ Below Average ☐ Not satisfy ☐ Decesion Pending ☐ No ☐ N/A ☐

47. Main Promotional Tools

Hand Bills ☐ TV Ads ☐ Word of Mouth ☐ Posters ☐ Social Media ☐ Banners ☐ Radio Ads ☐
Newspaper Ads ☐ Others ☐

Human Resource Information

48. No Of Salary Received Employees

49. No Of Not Paid Employees

50. Paying EPF/ETF No ☐ Yes ☐ N/A ☐ Decision Pending ☐

51. if Yes, No of EPF/ETF Paid employees

52. Issuing Salary Slip No ☐ Yes ☐ N/A ☐ Decision Pending ☐

53. Job Vacancy No ☐ Yes ☐

54. if Yes,

Job Title	Nos	Type		Description (Requirement/Qualification/Salary Package)
		Trained	Non Trained	
		☐	☐	
		☐	☐	

55. Issuing Appointment Letter No ☐ Yes ☐ N/A ☐ Decision Pending ☐

56. No of Trained Employees

57. No of Not Trained Employees

58. Service Agreement Signing No ☐ Yes ☐ N/A ☐ Decision Pending ☐

59. Insurance Cover For Employees No ☐ Yes ☐ N/A ☐ Decision Pending ☐

60. HR Strategies Finance ☐ Non finance ☐ Both ☐ No ☐ N/A ☐

61. HR Welfare No ☐ Yes ☐ N/A ☐ Decision Pending ☐

Description about HR welfare

Write Here

Legal Information

62. Legal Requirement	Institute	Status	Year
		A NP PE OB N/A	
		A NP PE OB N/A	
		A NP PE OB N/A	
		A NP PE OB N/A	
		A NP PE OB N/A	

Guide for Status --- A= Applied, NAP= Not Apply, PE= Pending, OB= Obtained, N/A= Not Applicable

Award Information

63. Award Received No ☐ yes ☐

64. if Yes, Award Level	Award Type	Award Name & Institute	Year
	Gold Silver Bronz Certificate Participated Only		
	Gold Silver Bronz Certificate Participated Only		
	Gold Silver Bronz Certificate Participated Only		
	Gold Silver Bronz Certificate Participated Only		

Guide for Award Level --- INL= International, NL= National, DIS= District, DIV= Divisional

Guide for Award Type --- Put a cross mark on relevant box

Costing & Pricing Information

65. Practicing Costing Methods: No ☐ Yes ☐ Decision Pending ☐

66.If yes, Officer Rating Excellent ☐ Good ☐ Average ☐ Below Average ☐ Not satisfy ☐

67. Practicing Pricing Methods:
None ☐ Cost-plus Price: ☐ Markup Pricing ☐ Demand-based Pricing: ☐
Competition-based Pricing: ☐ Other Pricing Method ☐ Decision Pending ☐

68. If yes, Officer Rating
Excellent ☐ Good ☐ Average ☐ Below Average ☐ Not satisfy ☐

69. Paying Tax
No ☐ Yes ☐ Registered only ☐ Applicable but not Pay ☐ Decision Pending ☐

70. If, Yes, Discribe about TAX

Current Situation

Excellent existnce ☐ Average existnce ☐ Weak existnce ☐ Ready with initial step to start ☐

Ready with initial step to start ☐ No idea to start a business ☐ Expecting to do a job ☐ Need Quick Assistance ☐

Need futher assistance & Guidance ☐ If Other please type,

Problem Identified:

Marketing Problem ☐ Leagle Problem ☐ HR Problems ☐ Technological ptoblem ☐

Financial Problem ☐ Locational problem ☐ Managirial Problems ☐ Finding raw materials ☐

Managirial Problems ☐ No Recording & Book keeping ☐ Other ☐

If Other please type,

Given Solutions, Comments & Suggestions

Business Counsultant/ Evaluated officer

Date NIC No.

Signature of business counsultant (EDTO)/ Visited officer

District Supervising officer

Date Signature of Assistant Director/EDTO of SEDD

NIC Name Official Stamp.

Data Entered Officer

Entered Date NIC Name



Business Progress Evaluation Form

Small Enterprises Development Division

Sri Lanka



Programme Type

☐

Counsultancy /Project Visit

☐

Individual Visit

☐

Follow up Meeting

Basic Information

Date

NIC Number:

Name with initials

Business Name

Business Status

☐

Running

☐

Closed

☐

Tempory Closed

☐

Tranfer

If Not Run,

Please mention the reason

Status After Join to SED

Evaluated Date

a) Monthly Sales Income :: Rs.

b) Monthly Expenses :

c) No of Salary Received Emp:

d) Land & Building :

Per / Arc

e) Finished Stocks :

Pis. / Bott./Ltr./Box/Kg

f) Motor Vehicles :

Nos.

g) Machines & Equipments :

Nos.

h) Furniture & Fitting:

Nos.

i) Cash and Equivalent:

j) Other Assets :

Nos.

k) Debtors :

No of Persons

l) Creditors :

No of Persons

Product & Service Information

1. Main Products/Services

Name	Unit	Production Qty per Month	Sales Qty per Month

2. Supply of Raw Material

Locally ☐

Internationally ☐

Locally and Internationally ☐

N/A ☐

3. Quality Certifications

Yes ☐

No ☐

If Yes,

☐	GMP	Year	☐	Environmental Management Systems certification (ISO 14001)	Year
☐	SLS	Year	☐	Food safety assurance (ISO 22000 and HACCP as per SLS 1266)	Year
☐	Quality Systems Certification (ISO 9001)	Year	☐	Occupational health and Safety Management system (OHSAS 18001)	Year
☐	Cerifications of Local Institute	Year	☐	Social Accountability (SA 8000)	Year
☐	If Other type	Year			