Valid for regions outside of Japan

2027
TPM Excellence Awards
Outline

公益社団法人 日本プラントメンテナンス協会
Japan Institute of Plant Maintenance

This Application Outline is valid for regions outside of Japan for 2027 TPM Awards only.
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1. Eligibility and Requirements

Plants/factories that have introduced TPM (Total Productive Maintenance - PM with participation by all members) and that have shown significant achievement are eligible to apply. **Please confirm that your plant meets the requirement before applying.** Eligibility for each category is as specified below.

1) Award for TPM Excellence

- Must have minimum of 2 years or more of achievement activity after the introduction of TPM
- Must have deployed activity based on 8 pillars※1 of TPM by all staff members of the plants/factories
- For Autonomous Maintenance activities, Step 3 must be completed and Step 4 active by the application period.
- Must have completed infrastructure development for TPM activity with both tangible and intangible achievements obtained
- Must meet the criteria according to Self-checklist※2.

2) Award for Excellence in Consistent TPM Commitment

- Must have received the Award for TPM Excellence
- Must have approximately 2 years of achievement activity after receiving the Award for TPM Excellence (Awarded TPM Awards 2025 or earlier)
- Must have deployed activity based on 8 pillars※1 of TPM by all staff members of the plants/factories
- Must have maintained and enhanced the results achieved at the time the Award for TPM Excellence was received and have established measures for their maintenance and continuation

3) Special Award for TPM Achievement

- Must have minimum 2 years of continuous activity after receiving Award for Excellence in Consistent TPM Commitment (Awarded TPM Awards 2025 or earlier), or must have 3 years of continuous activity after receiving Award for TPM Excellence (Awarded TPM Awards 2024 or earlier)
- Must have deployed activity based on 8 pillars※1 of TPM by all staff members of the plants/factories

- Must have maintained and enhanced the results achieved at the time Award for Excellence in Consistent TPM Commitment/Award for TPM Excellence was received, and be engaged in unique strengths activities

4) Advanced Special Award for TPM Achievement

- Must have minimum 2 years of continuous activity after receiving Special Award for TPM Achievement (Awarded TPM Awards 2025 or earlier)
- Must have deployed activity based on 8 pillars※1 of TPM and show significant improvement in results.

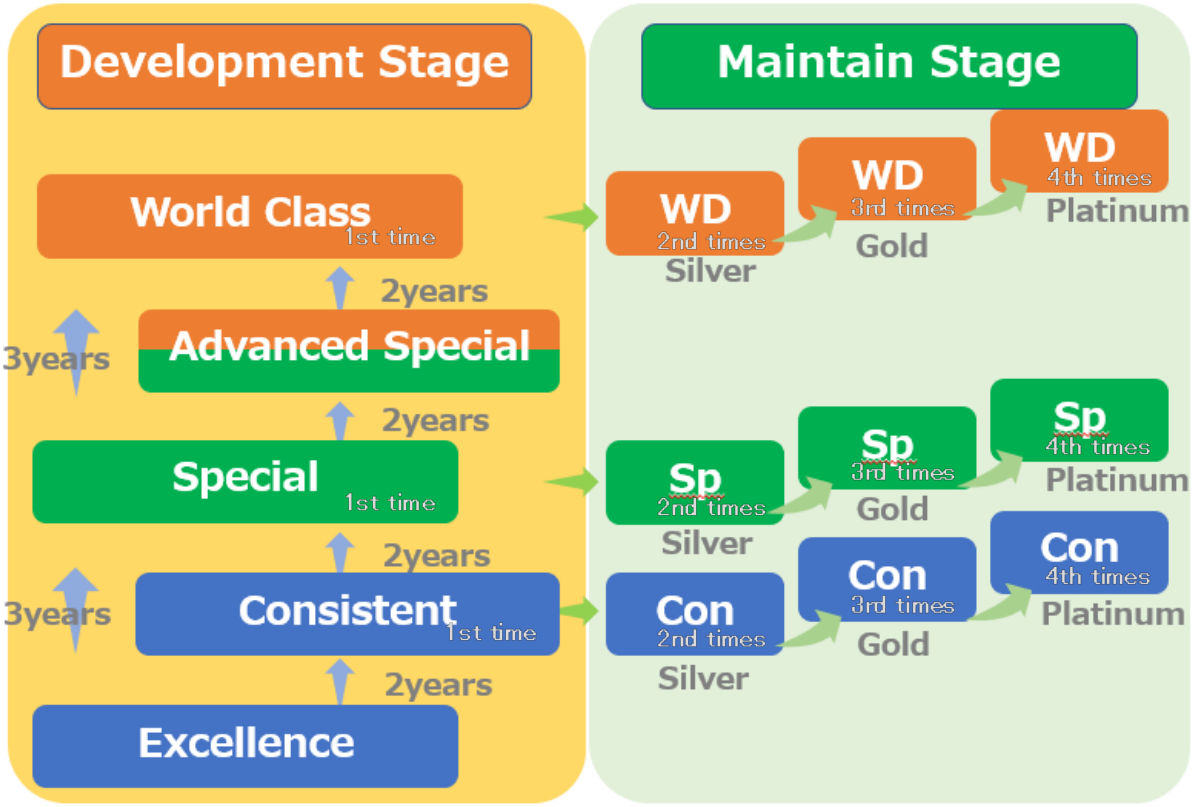
5) Award for World-class TPM Achievement

- Must have minimum 2 years of continuous activity after receiving Advanced Special Award for TPM Achievement (Awarded TPM Awards 2025 or earlier), or must have 3 years of continuous activity after receiving Special Award for TPM Achievement (Awarded TPM Awards 2024 or earlier), and show significant improvement in results

1. Application Outline & Principles

1. Application Outline

Image structure　Chart of Awards Category



Award for Excellence in Consistent TPM Commitment, Special Award for TPM Achievement, and Award for World-class TPM Achievement can be applied repeatedly. (Maintain Stage)

[Notes for Application]

- The first category you can apply for after the start (kick-off) of TPM activities is Award for TPM Excellence.
- Each Award Category is applicable by plant/factory. (Applications for single department or lines are not eligible).
- Applicant must have implemented Total Productive Maintenance (TPM) for at least the minimum time periods outlined above.
- The eligibility of applications from plants/factories which have had a serious accident resulting in pollution, explosions, fires and/or serious injury or which has been/is involved in any social scandal within a year of application will be decided by the TPM Awards Committee.
- TPM Awards Committee will consider applications with conditions not specified in these guidelines.

※1 In all award categories, if there is a reason related to the organization and activities of plants/factories, it may be assessed except for 'Early Management' and 'Improvement of the Administrative and Indirect Departments'. (total 6 or 7 pillars)

※2 Self-Checklist [IMPORTANT]

- You can download 'Self-Checklist' from JIPM website below.
  Japanese : https://jipmglobal.com/tpm/wp-content/uploads/749fa88b5249ad157dd2abfb2c0cb6a2.pdf
  English : https://jipmglobal.com/tpm/wp-content/uploads/6c0f4e03f55cf3978d1e5b12322d7b2d.pdf
- In TPM Excellence Awards, the first award category to be challenged is the "Award for TPM Excellence". Self-checklist indicates the activities or activity levels to be cleared before challenging this category, which is the first step in the process. It can also be used as a target for activities to be undertaken in pursuit of the award.
- You can judge for yourself if you are eligible to challenge for Award for TPM Excellence.
- The assessors use the self-checklist as a reference in their evaluation of the Award for TPM Excellence and Award for Excellence in Consistent TPM Commitment.
- Considering challenge for Award for TPM Excellence, applicant must answer all of the questions on the self-checklist and meet the following two criteria.
  1. All "Required items" must have a score of "3" or higher.
  2. Average score of all items must be at least "2.5" at the time of application. (6 to 8 pillars depending on company declaration)

  ※Note that even if a plant/factory meets these criteria in its own evaluation, this does not guarantee that it will receive Award for TPM Excellence.

2. How to Apply

Apply from Web page (Applicant Company Page for TPM Excellence Awards)

*** Apply page will open 9 November 2026**

https://jipmglobal.com/tpm/tpm_award/awards_introduction/guide_en

- Please follow the procedure from the JIPM web page **by 18 December, 2026**.
  * Please note that this is a registration site. Take over the site when you change the person in charge of the application.
- The application should be made by the plant/factory.
- Companies that have received awards in the past also need to register again (re-register each year).

- The same person in charge can apply for more than one plant/factory, but must obtain an ID for each factory.
- It is optional (not obligatory) to submit a Non-Disclosure Agreement (NDA) (refer to sample in Section4.)

3. Withdrawal and Refund Policy

- Applicants may decline an assessment at any time by submitting withdrawal request through the JIPM web page (Applicant Company Page for TPM Excellence Awards), and by submitting withdrawal form via email. A notification sent solely by email or a registration made only on the website will not be accepted as a formal withdrawal.
- The withdrawal fee applicable will depend on the progress of the process at the time that the completed withdrawal form is received by JIPM.
  See Section 2 for details of the fees that would apply.
- The applicant is responsible for bank charges in the event of a refund from JIPM.

4. Assessment Fee, Travel Cost and Tax

- For details of the Assessment fee, please refer to Section 2.
- All invoices will be issued in JPY and all payments should be in JPY also.
- The invoice amount does not include any taxes or remittance fees imposed by the applicant's country.
- If withholding taxes are applicable due to country circumstances, JIPM should be informed, and the applicant should provide the necessary assistance to enable JIPM to recover the amounts from the tax authorities in a timely manner.
- Remittance fees are the responsibility of the applicant.

1. Main Principles of Assessment

- Assessment consists of first and second stages.
- Assessment will be performed by the Award for TPM Excellence Assessment Committee in line with the assessment criteria and checklist items.
- As a rule, the number of assessor/sub-assessor is as follows:

  Note: the number of assessors is subject to change depending on the scale of the plant/factory and the content of the assessment.

  i) Award for TPM Excellence, Award for Excellence in Consistent TPM Commitment, Special Award for TPM Achievement: **2 assessors**

  ii) Advanced Special Award for TPM Achievement, Award for World-class TPM Achievement: **3 assessors**
- Assessors will be selected from among assessors accredited by JIPM based on their expertise and other factors.
- The number of assessors may include one sub-assessor.
- As a rule for Award for TPM Excellence, Award for Excellence in Consistent TPM Commitment, Special Award for TPM Achievement, the assessment will be performed in 1 day. However, this is subject to change depending on the scale of the plant/factory and the content of the assessment.
- For Advanced Special and World Class Award, the duration of the assessment will be decided after the submission of the application (2 days or longer in many cases).

2. First-stage Assessment (Period: April – July 2027)

- Using the Assessment Criteria and Checklist※2 for each award, assessment will be performed for the status of TPM activities, their tangible and intangible results, and the level of understanding exhibited by supervisors, promotional staff in charge, and promotional staff members. Assessors will determine whether the applicant is eligible to move on to the second stage.
- Applicant being assessed must satisfy the items contained in the “Assessment Criteria” (refer to Section 6).
- The assessment of tangible and intangible achievements will be based on the performance after the kick-off of TPM activities.
- The results of the Frist-stage assessment will be announced on assessment day.

- In the event that the applicant does not pass the first-stage assessment, the applicant may reapply in following years.

Required Documents to be submitted (First-stage assessment)

No.	Content	Deadline	Remarks
1	TPM Activity Report (Book)	40 days prior to assessment date	Qty: Number of assessors Delivery: by Courier
2	TPM Activity Report (PDF)	40 days prior to assessment date	Delivery: by mail attach or cloud
3	Assessment Agenda and Assessment Guide*	3 weeks prior to assessment date	Delivery: by mail attach or cloud
4	Minutes of Assessment	Within 30 days from assessment date	Delivery: by mail attach or cloud

* The Assessment Guide is a document related to the itinerary surrounding your assessment date. Once the schedule is finalized, JIPM will send you the form with the necessary information to be filled in.

3. Second-stage Assessment (Period: Late September 2027 – January 2028)

- Applicants who have successfully passed the first-stage assessment will continue to the second stage.
- As a rule, it is advisable to allow a period of around six months after the 1st Stage Assessment.
- Using the assessment checklist for each award, assessment will be performed for progress in the status of TPM activities following the first-stage assessment.
- Assessment results will be determined at JIPM TPM Awards Committee Meeting that will be held by the **early February 2028**.
- In the event that the applicant does not pass the second-stage assessment, the assessment result from the first-stage assessment will be annulled.

Required Documents to be submitted (Second-stage assessment)

No.	Content	Deadline	Remarks
1	TPM Activity Report (Book)	40 days prior to assessment date	Qty: Number of assessors Delivery: by Courier
2	TPM Activity Report (PDF)	40 days prior to assessment date	Delivery: by mail attach or cloud
3	Kaizen/Improvement Report	40 days prior to assessment date	Delivery: by mail attach or cloud
4	Assessment Agenda and Assessment Guide*	3 weeks prior to assessment date	Delivery: by mail attach or cloud
5	Minutes of assessment	Within 30 days from assessment date	Delivery: by mail attach or cloud
If the assessment is conducted as On-line assessment※3, the following additional materials must be submitted			
6	Presentation materials for 'Room presentation'	3 weeks prior to assessment date	Delivery: by mail attach or cloud
7	Presentation materials for 'Onsite Presentation'	3 weeks prior to assessment date	Delivery: by mail attach or cloud
8	Videos showing TPM activities	3 weeks prior to assessment date	Delivery: by mail attach or cloud ※Within 10 minutes. To avoid a large data volume, the resolution of the video is fine at HD or Full HD.

※3 The decision to conduct an On-line assessment will be made by JIPM based on the applicant's request, the results of the First-stage assessment, and individual circumstances. (There must be special circumstances, such as regions with travel difficulties)

4. Passing Score

Using the assessment criteria and checklist, the following minimum scores are required to pass the Second Stage assessment.

Note: Applicants' scores are confidential and will not be disclosed to the applicants themselves

Category	Checklist	Passing Score
Award for TPM Excellence	Self Checklist	Average score of 3.0 or higher in all questions
Award for Excellence in Consistent TPM Commitment	Self Checklist	Must exceed the score at the time of Award for TPM Excellence
Special Award for TPM Achievement	Checklist B	minimum of 70 points on 100-point
Advanced Special Award for TPM Achievement	Checklist A	minimum of 80 points on 100-point
Award for World-class TPM Achievement	Checklist S	minimum of 80 points on 100-point

5. In the Case of Social Scandal or Serious Accident

Applicants must promptly report to the TPM Awards Office in the event of a **social scandal** or a **serious accident** involving issues such as pollution, disasters, or fatal accidents.
The report should include the following information.

No.	Required Information
1	Name of company/plant/factory
2	Location
3	Date of occurrence
4	Location of occurrence
5	Status (including casualty)
6	Copies of any articles if published in the media such as newspapers
7	Causal analysis
8	Measures taken to prevent recurrence
9	Recurrence prevention and proactive measure

- If applicant declines or is rejected due to social scandal or a serious accident, the assessment results for the year in question (including the first stage assessment pass, etc.) will be cancelled.

  Prior to application

  Applicant has a past record of social scandal/serious accident 1 year prior to TPM Award application, TPM Awards Committee will determine whether application will be accepted.

  During assessment period

  Applicant has a social scandal/serious accident before passing the assessment, the TPM Awards Committee will discuss the matter and may cancel assessment.

  After passing the assessment

  Applicant has a social scandal/serious accident during the year after passing the assessment, TPM Awards Committee will discuss matter and may revoke the Award given.
- In the event that the application has been withdrawn or revoked due to social scandal or serious accident, achievements for the relevant year will be annulled (passing of application assessment, etc.). If a decision has been made to withdraw or repeal the award after the awards ceremony, the award plaque must be returned immediately.

6. Notification of the Assessment Result

- The assessment result will be finalized Early February 2028, and all applicants will be advised of the result.
- The TPM Awards Committee will take charge of the final approval of passing.
- The results of the TPM Awards will be announced by e-mail from JIPM to the contact person within the applicant company as stated on the application form.
- The Awards winners will be listed on the JIPM Web-Site.
- For further progress of TPM throughout the world, JIPM would ask the winners to make their TPM activity public by presentation or publishing.

1. Confidentiality Agreement (optional)

A confidentiality contract (Non-Disclosure Agreement) will be entered into between the applicant plant/factory and JIPM concerning the intellectual properties of the applicant provided through the assessment processes.

2. Handling of Activity Reports and Requirement for their Return

The applicant will send activity reports, minutes, Kaizen improvement plans, and other materials to JIPM. JIPM will use these materials only for the purpose of assessment. JIPM will compulsorily store all of the activity reports of the awarded applicants as confidential data that will not be disclosed publicly.

3. Awards Ceremony

Winners will be presented with a plaque at the “TPM Awards Ceremony” to be held during March 2028. (The exact details to be announced in the future)

4. Complaints

During the assessment process, neither JIPM nor the Assessors will make any personal requests to the applicants that are unrelated to the assessment. If an Assessor personally requests an applicant to take them sightseeing, to play golf, to dine at a fancy restaurant, or to any other places at the applicant's expense, the applicant should immediately report it to JIPM.

5. Request for your cooperation in spreading TPM

In order to promote TPM and contribute to the further development of the industry, we ask for your cooperation in the following items.

- Provision of company logo data

  JIPM plans to publish the winning companies on the website, at the TPM Award ceremony, and in other media created by our association.

- Writing the "Company Profile"

  This is a company profile to be submitted at the time of application. Please refer to Section 4 for details.

  This information will be published as a company introduction when the award winners are disclosed on JIPM's website. Please do not include any information that is not already publicly available. If you need to revise the information after receiving the award, please submit a revised version.

- Writing the "TPM Awards activity book "

  The TPM Awards activity book is designed to introduce the achievements of award-winning plants/factories to the wider industrial community and to further promote and deepen the use of TPM.

  The TPM Awards activity book provides hints for the development of TPM master plans, and is used as a reference for the creation of TPM implementation overview reports for future TPM Excellence Award applicants. It also serves to disseminate the latest information on TPM that transcends industry boundaries.

  We hope that you will understand the purpose of this document and cooperate with us in its preparation. We will inform you of the details of the preparation after receiving the award.

2. FEES & ASSOCIATED COSTS

Assessment Fee (Onsite assessment: common for both First and Second Stage assessment)

	Assessment Fee per day	Additional Fee (Travel Cost)
Award for TPM Excellence	**JPY 1 480 000.**	**Actual cost** All Fees are in JPY (Japanese yen)
Award for Excellence in Consistent TPM Commitment	**JPY 1 550 000.**	
Special Award for TPM Achievement	**JPY 1 600 000.**	
Advanced Special Award for TPM Achievement	**JPY 1 750 000.**	
Award for World Class TPM Achievement	**JPY 1 870 000.**	

[Note]

***Assessment Fee is for a single day Assessment.** (Make sure to check the number of days required to carry out the assessment for each assessment category.*)*

*** Travel cost includes transportation, accommodation, travel insurance, and JIPM fee (JPY30 000). JIPM will arrange the travel.**

***The applicant will be responsible for local transportation and accommodation arrangements.** Details will be provided separately.

*** Itinerary decisions and Additional Fee (Travel Cost)**

The assessment schedule is determined by JIPM after coordinating with both the applicants and the assessors to accommodate their respective schedules. While JIPM strives to arrange visits to multiple applicants during a single trip (tour), please be aware of the following points in advance.

- JIPM will contact the applicants regarding their acceptable dates. At that time, please provide as many possible dates as possible. Please avoid specifying particular dates, as this often makes scheduling difficult.

- You cannot designate a specific assessor.

- Additional costs are apportioned among the applicants included in the same tour. If there are no applicants in the surrounding area, or if you specify a particular date, resulting in a situation where only one applicant is visited per tour, the additional costs may be significantly higher.

2. FEES & ASSOCIATED COSTS

In case of On-line Assessment (for Second Stage assessment)

*The decision to conduct an online assessment will be based on the applicant's request and will be made by JIPM according to the results of the First stage assessment and individual circumstances.

- There must be special circumstances, such as regions with travel difficulties.

- Requests for online assessment should be communicated to the TPM Awards Office prior to the First Stage Assessment.

	Assessment Fee per day	**Additional Fee (Online Implementation Fee)**
Award for TPM Excellence	**JPY 1 480 000.**	**JPY 450 000.** All Fees are in JPY (Japanese yen)
Award for Excellence in Consistent TPM Commitment	**JPY 1 550 000.**	
Special Award for TPM Achievement	**JPY 1 600 000.**	
Advanced Special Award for TPM Achievement	**JPY 1 750 000.**	
Award for World Class TPM Achievement	**JPY 1 870 000.**	

[Note]

***Assessment Fee is for a single day Assessment.** (Make sure to check the number of days required to carry out the assessment for each assessment category.*)*

***On-line assessment Additional fee includes the following costs**.

- Domestic traveling fee
- Accommodation fee
- System usage fee
- Conference room fee

2. FEES & ASSOCIATED COSTS

1) Invoices, Payment of Fees and Receipts

- Upon receipt of the application, an invoice will be issued as follows.

  ✧ February, 2027

  - Assessment Fee for First Stage
  - Assessment Fee for Second Stage

  ✧ After First Stage Assessment

  - Additional Fee for On-site Assessment

  ✧ After Second Stage Assessment

  - Additional Fee for On-site Assessment or On-line Assessment

- When the fee is paid from overseas by bank transfer, please make sure that the total amount of the fee is paid as per invoice.

  All transfer fees and bank comissions are to be paid by the applicant.

  In case of a shortage in the payment, additional payment for the lacking amount will be required.

- All invoices are payable within 60 days of invoice date. When purchase order numbers or contracts are required to remit payments, this must be indicated on the application form.
- When you make wire transfer, please fill in correct bank information of JIPM which mentioend in invoice, for example, bank account number, receiver name: Japan Institute of Plant Maintenance.
- If your company has outstanding bills for JIPM, the application might be cancelled.
- JIPM does not have check, so cannot provide scanned voided check or deposit slip as certificate document of bank account. Please confirm on this issue with your financial term in advance.

2) Travel Expense

JIPM will make reservation for air tickets (In principle, air tickets are business-class with regular fare tickets), local transportation in Japan (From assessor's home to airport and back), travel insurance and business VISA if applicable .
These travel expense will be charged to the applicant.
Only under special circumstances, such as when JIPM is unable to make the arrangements, JIPM will requesting the applicant to reserve and pay for air tickets.

3) Accommodation Expense

Accommodation and subsistence expenses that are necessary to carry out an assessment will be paid by the applicant.
If additional expenses are incurred that are necessary to the assessment process these will be charged to the applicant.

4) Tax

The fee does not include taxes, such as transaction tax and value added tax.
When you electronically transfer the fee, please make sure that the total amount of the fee is paid. In case of underpayment the application may not be accepted.
Any tax and bank commission should be paid by applicants.
If TPM Awards Office does not receive the full amount of invoice, the application will be canceled.
Note that invoices for travel and subsistence are also not considered to attract with-holding tax as there is no provision of services.

5) Additional Fee

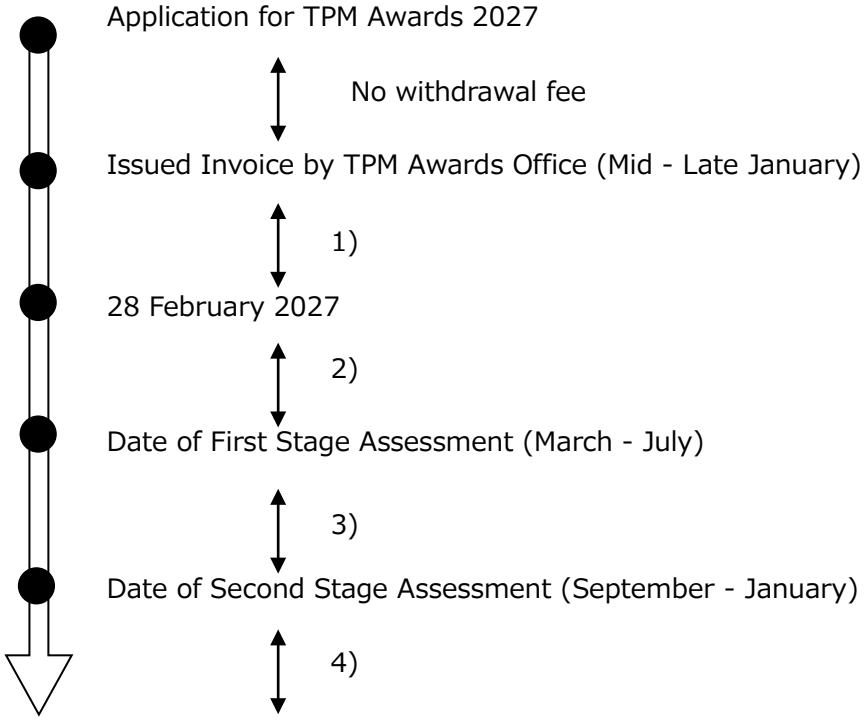
An assessment is defined as 0900 – 1700 hrs. or as 8 hours including 1-hour lunch and necessary breaks. The assessment schedule should be formatted to fit this time frame.
If a second day is required, the fee will be twice the amount shown in the table in *Section 2*; likewise, if a third day is required, the fee will be three times the amount shown in the table in *Section 2.*

6) Withdrawal Fee

In the event of withdrawal, a withdrawal fee in line with the table outlined below will be applied with the balance of the payments made by the applicant to be refunded.
Should an applicant company wish to withdraw after applying, they are required to complete and submit the Withdrawal Form.

2. FEES & ASSOCIATED COSTS

Timing of Notification of Withdrawal	Fee Payable to JIPM
1) From Issued Invoice To 28th February 2027	-300 000 Yen as Admin Fee
2) From 1st March 2027 To Date of 1st stage Assessment	-50% of 1st Stage Assessment fees
3) From Date of 1st stage Assessment To Date of 2nd stage assessment	-100% of 1st Stage Assessment fees -50 % of 2nd Stage Assessment fees
4) After 2nd Stage Assessment	-100% of 1st Stage Assessment fees -100 % of 2nd Stage Assessment fees



3. Submission Schedule

Every document should reach JIPM by each deadline

Application

Content	Delivery	Deadline
• Web Application (Applicant Company Page for TPM Excellence Awards)	By Webpage	**18 December 2026**
• Application Confirmation form with signature	By Webpage	
• Company Profile • TPM Award Assessment Achievement Sheet	By Webpage	
• 2 copies of Non-Disclosure Agreement (NDA) with signature	By Webpage Or Courier	Optional

Assessment

No.	Content	Deadline	Remarks
1	TPM Activity Report (Book)	**40 Days** prior to Assessment date	Qty: Number of assessors Delivery: by Courie
2	TPM Activity Report (PDF)		Delivery: by email attach or cloud
3	Kaizen/Improvement Report * Only for 2nd stage assessment		
4	Assessment Agenda and Assessment Guide*	**3 weeks** prior to Assessment date	
5	Minutes of Assessment	Within **30 days** from assessment date	
For online assessment, the following additional submissions are required.			
6	Presentation materials for 'Room presentation'	**3 weeks** prior to Assessment date	Delivery: by email attach or cloud
7	Presentation materials for 'Onsite Presentation'		
8	Videos showing TPM activities		Delivery: by email attach or cloud

* The Assessment Guide is a document related to the itinerary surrounding your assessment date. Once the schedule is finalized, JIPM will send you the form with the necessary information to be filled in.

3. Submission Schedule

[Web Application]

Applicant Company Page for TPM Excellence Awards

https://jipmglobal.com/tpmsyou/login

[Delivery address]

Japan Institute of Plant Maintenance

TPM Award Office

Jimbocho SF III 5F, 3-3 Kanda-Jimbocho, Chiyoda-ku, Tokyo, 101-0051, Japan

Telephone: +81 3-6865-6081

E-mail: TPMAWARDS@jipm.or.jp

Any other information required in connection with the conduct of the assessment will be provided after the application is submitted.

4. Preparing Documents for the Assessment

The following section will assist with the necessary preparations for an Assessment.

Items contained in this section are;

Section Contents

1 Company Profile

2 TPM Achievement Sheet

3 Non-Disclosure Agreement (NDA)

4 TPM Activity Report

- 4.1 Guide to Creating the activity Report
- 4.2 Example of Content

5 Agenda

6 Meeting Minutes

7 Kaizen / Improvement Report

4. Preparing Documents for the Assessment

Company Profile

1. Company Profile（Submission at the time of application）

***Information to be made public**

Your Company Profile should be prepared as a Microsoft Word document using Helvetica for the headline of each article and Times New Roman font, size 12pt, for the body of the text.

To prevent printing issues, please submit the document as a PDF file.

Both black-and-white photos and color photos are acceptable.

If receive the award, this information will be published.

To be created to the extent that it can be made available to the public.

Item		Words
1.	**Company, Plant/Factory Profile** 1.1 This should include company ownership, national or international spread of other divisions within the group but the main emphasis should be on the profile of plant applying for the TPM award. 1.2 Items to include would be product range, process technology, management organization and staffing structure.	300 - 350 words
2.	**Milestone on the Journey of Manufacturing Excellence** 2.1 Please explain the reasons for adopting TPM as a company policy and the major items that have been introduced since commencing the journey.	400 – 440 words
3.	**Benefits Achieved Explain the benefits that have occurred from:** 3.1 Tangible business results that have improved. 3.2 Employee involvement, motivation and other intangible improvements that have occurred.	140 – 200 words
4.	**Key of our Manufacturing Excellence** 4.1 With the experience gained so far on the TPM journey what are the key items in our manufacturing excellence program in the future.	200 – 300 words
5.	**Achievement Record** 5.1 Objective measures should be listed for the following general headings: - Productivity - Quality - Cost - Delivery - Safety - Moral See next page for suggested items for inclusion 5.2 Serious Accident Indicators	

4. Preparing Documents for the Assessment

Achievement Sheet

2. Achievement Sheet（Submission at the time of application）

***Information to be made public**

Category	Indicators (Calculation Formula)	Unit	Kick off/ TPM Started (or last time awarded)	Actual Status 2026	Target 2027
S	Number of work-related accidents requiring days off work	Cases/ year			
S	Number of work-related accidents **not** requiring days off work	Cases/ year			
P	Productivity for main products	Parts/Operator hours			
P	OEE (or Overall Plant Efficiency)	%			
	Availability	%			
	Performance Rate	%			
	Quality Products Rate	%			
P	Number of breakdowns	Breakdowns/ year			
P	MTBF	Hour			
P	MTTR	Hour			
Q	Number of customer complaints	Number/year			
Q	In-line/In-process defect rate	%			
C	Cost Indicators	Cost/Unit Cost/Kilogram			
D	Production Lead time	Days			
D	Delivery performance	%			
S	Safety Indicators (ex Lost Time Incident Rate)	(Accidents per 1,000,000 operator hours)			
M	Number of Employee Suggestions	Number/year			
M	Number of Certified Person (ex TPM Specialist)	persons			
E	Energy Indicators (ex electricity, gas, water)				
Other	<Specify achievements not expressible in numerical terms> 1. Do you have a program where all employees can participate in TPM? 2. Do you have a program allowing employees to be recognized their achievements? 3. Are top management involved in the audit/verification of completion of TPM pillar steps? 4. Are all pillar activity boards displayed and reviewed by top management?				

Note: Have the indices covered all important items related to PQCDSM measures being undertaken in the entirety of the subject to be assessed. Note all indices in the TPM Activity Report. Where your specific indices vary from those above attach relevant data.

4. Preparing Documents for the Assessment

Non-Disclosure Agreement (Sample)

3. Non-Disclosure Agreement（Optional submission at the time of application）

THIS AGREEMENT is made on *[Insert Date of filling out this form]* BETWEEN:

(1) **Japan Institute of Plant Maintenance** whose registered office is at Jimbocho SF III 5F, 3-3 Kanda-Jimbocho, Chiyoda-ku, Tokyo, 101-0051, Japan (hereinafter referred to as the **"JIPM"**); and

(2) *[Insert Company Name]* whose registered office is at *[Insert Company Address]*
(Hereinafter referred to as the **"ASSESSEE".**)

BACKGROUND

This Agreement is made with respect to the confidentiality of the information provided by either party to the other party in connection with the assessment affairs (hereinafter referred to as the "Assessment") for the TPM Award conducted by the Company for the Assessment.

Article 1 Definition

1. The term "Confidential Information" herein used means any technological or business information disclosed by either part to the other party, whether orally, in writing, in electronic or optical form or in other type of media, in connection with the Assessment, except the information that:
   (1) was already publicly known when disclosed;
   (2) was already obtained and possessed by the receiving party in a lawful manner when disclosed;
   (3) becomes publicly known after being disclosed without fault of the receiving party;
   (4) is obtained by the receiving party in a lawful manner after disclosure from a duly authorized third party without confidential obligation;
   (5) is required by law to be disclosed; or
   (6) is required by a duly authorized third party, including without limitation a competent authority, to be disclosed.
2. The Confidential Information either party intends to disclose to the other party must be marked as confidential. The Confidential Information which may be disclosed orally must be specified in writing and marked as confidential within 30 days from such disclosure.
3. No information that may be disclosed in a manner not governed by the preceding clause shall be considered as confidential Information.

Article 2 Confidentiality

1. Neither party shall use the Confidential Information for any purpose other than the Assessment or disclose or divulge it to a third party unless the disclosing party first gives its advance written consent.
2. The two parties shall strictly control the Confidential Information disclosed by the other party, or that they gained knowledge of from the other party, in connection with the Assessment, and neither party shall use the Confidential Information for any purpose other than the Assessment or disclose or divulge it to a third party.
3. If reasonably needed, either party may disclose the Confidential Information only to its officers or employees who need to know it or a third party to whom JIPM subcontracts the Assessment. In this case, the same obligation as imposed on JIPM hereunder shall be imposed on the officers and employees or subcontracting third party to whom the Confidential Information has been disclosed.

Article 3 Return

All documents submitted to JIPM will be destroyed except one TPM Activity Report in Digital Media for JIPM's archives. If you would like your TPM Activity Report returned, you must contact JIPM immediately after the assessment. The Report will be returned by receiver-pay international courier.

Non-Disclosure Agreement (Sample)

Article 4 Terms of Contract

1. This Agreement shall be valid from the date of this Agreement for five (5) years and may be renewed in accordance with the discussion of both parties.
2. Notwithstanding the preceding clause, this Agreement may be terminated if either party proposes the termination of this Agreement to the other party in writing and the other party accepts the same in writing.
3. Provisions of clause 2 of Article 2 and Article 5 shall survive the termination of this Agreement by expiry, cancellation or any other reason as long as a relevant event exists.

Article 5 Compensation for Damages

Either party may make a claim against the other party to compensate for damage incurred by it arising out of the other party's violation of this Agreement without reasonable cause or may seek an injunction to suspend such violation.

Article 6 Settlement of Doubt

Anything now specified in this Agreement or any doubt arising out of this Agreement shall be settled by both parties with a good-faith negotiation. This Agreement shall be governed by and construed in accordance with the provisions of Japanese Law and any dispute which cannot be settled with negotiation shall be subject to the exclusive jurisdiction of the Japanese courts to which the parties to the Agreement hereby submit.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed in duplicate as a deed and each party shall retain one original.

Date : ……

Signed as a deed and delivered by

…….
Senior Managing Director,
For and on behalf of **Japan Institute of Plant Maintenance**

Signed as a deed and delivered by

…….
[Insert Position]
[Insert Name of Representative]
For and on behalf of [Insert company name]

4. TPM Activity Report *Important Information*

The TPM Activity Report is to be create in order for the assessors in charge to deepen their understanding of the activities of the plant that has been implementing TPM for several years in advance.
The contents of the report must be sufficiently understandable to those who aren't involved in the TPM activities.
And one of the purposes of this report is to serve as record of TPM activities at plant from the kick-off to the assessment.
Therefore, the mere output and binding of the screen image of the presentation projection materials is prohibited.
*** For more information on creating a TPM activity report, please refer to the following page.**
http://jipmglobal.com/tpm/wp-content/uploads/Preparation-of-TPM-Activity-Report_EN.pdf

4.1 Guide to TPM Activity Report

Style

Paper Format：

- A4 (210 mm x 297 mm) or similar size with left-bound format
- Include the ID provided by JIPM on the cover page.
- Duplex printing (printing on both sides of paper)
- Use 12-point font or larger
- Provide the Report in easy to read style

Language：

- Must be in English or Japanese.
- If you prepare Activity report in Japanese, please mention your English company name also on cover page.

Report Length：

- Report to be a maximum of 300 pages

Report for 2nd Stage Assessment
Update information from the First Stage assessment should be recognized easily by the assessor such as highlighting the section with the updated information. Sections with new improvement case studies also should be highlighted to be found easily.

Notes:

1. In cases, please prepare the spares of Activity Report in your plant.
2. A further copy of the company's TPM Activity Report should be made available for the Assessors when they check into the hotel the day before the assessment. This will ensure that the latest information is available to the Assessors prior to the assessment day.
3. Should the company require the Activity Reports to be returned, shipment charges will be paid by the applicant.
4. While the activity reports may contain PowerPoint slides, slides alone are insufficient information. Support evidence on TPM implementation should be provided.

4. Preparing Documents for the Assessment

TPM Activity Report

4.2 **TPM Activity Report Contents**

1) Contents of description

- Please include the following items so that they can be understood objectively by third parties.

・Basic Information

- Brief history of company/plant
- Industry
- Main Products and Production Processes
- Specify the equipment you have, and its volume, etc; volume subject to TPM, and average length of use of such equipment
- The Staffs who how they are organized, what their work schedule is, and what their working hours is, etc.
- Maintenance system

・Description of Activities

- Policy
- Plan
- Process
- Progress
- Characteristics
- Results
- Evaluation

- It is recommended that the activities in each chapter (pillars) be prepared in a story structure, starting with the activity policy.
  It isn't sufficient to simply list each item in a bulleted list.
- Please create a preface, table of contents, chapters (pillars), and a TPM Achievement Sheet. The chapters should be based on the activities of each business unit.
- Please use as few industry and internal terms as possible. If you use them, please prepare a glossary and attach it.
- Please provide a middle door for each chapter.
- Effectiveness graphs should also include the calculation formula and the name of the line or facility in question.
- Benchmarks should be based on the time of TPM introduction or the previous award. However, in the case of Special Award for TPM Achievement, the benchmark should be based on the time when the Award for TPM Excellence were awarded, and in the case of Award for World-class TPM Achievement, the benchmark should be based on the time when the Special Award for TPM Achievement were awarded.

2) Example of spine and front cover

- Spine

［Items mentioned］＜Not required if no thickness＞

"《 Assessment year 》TPM Activity Report Company & Plant name"

- Front cover

［Items mentioned］

・Title："《 Assessment year 》TPM Activity Report"

・Subtitle：《 Category of Awards 》Assessment Application Documents"

・Year and month of submission

・Company & plant name

・ID provided by JIPM

・Assessment year and book number (Sequential number from No.1 in the upper right corner)

3) **EXAMPLE CONTENTS FOR**

EX1. Award for TPM Excellence & Award for Excellence in Consistent TPM Commitment
Indicators
Chapter 1 Outline of Your Company and Plant

1-1 Company
1-1.1 Brief history; History of Capitalization and Sales. (Here and in the rest of your report, you may refer to necessary details by using item numbers that are consistent throughout the report, e.g., '1.' or '1)' or '(1)', etc.)
1-1.2 Areas of business your company/plant is engaged in
1-1.3 Organizations
1-2 Plant
1-2.1 Brief history
1-2.2 Organizations
1-2.3 Plant Layout
1-2.4 Size of Business
– Annual production volume
– Major equipment
Specify the equipment you have, and its volume, etc; volume subject to TPM, and average length of use of such equipment.
– The Staffs
How they are organized, what their work schedule is, and what their working hours is, etc.
1-3 Production Systems – From order receiving down through shipping; also production lead time
1-4 Main Products and Production Processes
1-5 Position of Your Company within Industry; Your Share of Market
1-6 Date of TPM Inauguration in Your Plant (What year and month, etc.)

Chapter 2 TPM Policies and Objectives

2-1 Company's/Plant's Overall Policies and TPM; how they are inter-related
2-2 TPM Policies, Objectives, Implementation

Chapter 3 TPM Organizations and Activities

3-1 History of Equipment Management Organization Evolution
3-2 Status of Plant Organization and Staffing by Section
3-3 TPM Promotion Organization and Activities

Chapter 4 Focused Improvement Activities

4-1 Outline
– Aims, Goals, Concepts and Key Points of Practice
– Indicators (KMI, KPI, KAI)
4-2 Structure of Losses and Analysis
4-3 Kaizen Topics; how is being practiced
– Major/minor topics; number of ideas, present status, and techniques used
4-4 PM Analysis
4-5 Example of FI Activity (Outline)
4-6 Results and Future Plans

4. Preparing Documents for the Assessment

TPM Activity Report

Chapter 5 Autonomous Maintenance Activities

5-1 Outline
- Aims, Goals and Concepts
- Indicators (KMI, KPI, KAI)

5-2 Key Points of Activity
5-3 Step-by-Step Implementation and Diagnosis Systems
5-4 Activity Status; Status of each step, activity boards, one point lessens, etc.
5-5 Example of AM Activity (Outline)
5-6 Results and Future Plans

Chapter 6 Planned Maintenance Activities

6-1 Outline
- Features of equipment; issues of equipment maintenance
- Indicators (KMI, KPI, KAI)

6-2 Maintenance Department Organization and Staffing
6-3 Role Sharing between Operating Departments and Maintenance Group
6-4 Support for Autonomous Maintenance
6-5 Establishing Planned Maintenance System
6-6 Maintenance Information Control, Breakdown Analysis, MTBF, MTTR, etc.
6-7 Status of Corrective Maintenance
6-8 Technical Developments for Automatic Maintenance
6-9 Equipment Diagnosis Techniques, Status of Predictive Maintenance
6-10 Lubrication Control
6-11 Stock Control/Spare parts Control
6-12 Control of Dies, Jigs, Measuring Instruments, Drawings and etc
6-13 Maintenance Budgets and Control
- 6-13.1 How maintenance costs are determined
  - In relation to sales, staffing and maintenance cost
- 6-13.2 How budget is classified – By department, goal, etc.
- 6-13.3 Budget item breakdown
  - Material repair costs paid outside, internal labor cost, etc.
- 6-13.4 Criteria by which total budget is fixed
  - Actual performance in previous accounting periods, production volume, repair plans by nature of repair, etc.
- 6-13.5 Authority for appropriation – By position level

6-14 Example of PM Activity (Outline)
6-15 Results and Future Plans

Chapter 7 Quality Maintenance Activities

7-1 Outline
- Aims and Objectives
- Indicators (KMI, KPI, KAI)

7-2 Progress and Inspection Methods
7-3 Example of QM Activity (Outline)
7-4 Results and Future Plans

4. Preparing Documents for the Assessment

TPM Activity Report

Chapter 8 Early Management Activities

8-1 Product Development Management
- 8-1.1 Outline
  - – Concepts, Aims, and Schedule
  - – Indicators (KMI, KPI, KAI)
- 8-1.2 Designing easy-to-make products in the development stage
- 8-1.3 Product Development Management System
- 8-1.4 MP Information, its collection and use
- 8-1.5 Designing Recyclable Products and Manufacturing Systems
- 8-1.6 Results achieved and Future Plans

8-2 Equipment Development Management
- 8-2.1 Outline – Concepts, Aims, and Schedule
- 8-2.2 Integrating Product Development Management and Equipment Development Management
- 8-2.3 Equipment Development Management Systems
  - – Status Analysis, Capital Investment Plans, Economic Comparisons, Development and control of equipment budgets
- 8-2.4 MP Information; its collection, storage and use
- 8-2.5 Results and Future plans

8-3 Example of EM Activity (Outline)

Chapter 9 Education and Training

9-1 Basic Concepts and Priority Measures
9-2 Indicators (KMI, KPI, KAI)
9-3 Determining Training Budgets
9-4 Outline of training and education and methods to improve skills
9-5 Evaluation of maintenance work knowledge and skills
9-6 Qualified specialists
9-7 Example of E&T Activity (Outline)
9-8 Results achieved and Future Plans

Chapter 10 Improvement of the Administrative and Indirect Departments

10-1 Outline and Indicators (KMI, KPI, KAI)
10-2 Autonomous maintenance activities in administrative and other indirect departments
10-3 Individual improvement (Kaizen) activities in administrative and other indirect departments
10-4 Support for Production Departments
10-5 Example of Office Activity (Outline)
10-6 Results and Future Plans

Chapter 11 Safety, Health and Environment

11-1 Outline and Indicators (KMI, KPI, KAI)
11-2 Objectives
11-3 Organizations and Systems for promotion
11-4 Environmental Protection at workplaces
11-5 Activity Status
11-6 Example of SHE Activity (Outline)
11-7 Results and Future Plans

Chapter 12 "TPM Effect and Evaluation"

- 12-1 Tangible Effects (List specific equipment and/or the number of machines)
  - 12-1.1 TPM Effect from overall management viewpoints
  - 12-1.2 TPM Effect on Production (P)
  - 12-1.3 TPM Effect as seen from quality (Q) viewpoints
  - 12-1.4 TPM Effect on Cost (C)
  - 12-1.5 TPM Effect on Delivery (D)
  - 12-1.6 TPM Effect on Safety (S)
  - 12-1.7 TPM Effect from Morale/Training (M) viewpoints
- 12-2 Intangible Effect
- 12-3 Issues of present practice and countermeasures
- 12-4 Visions of 21st century and their implications for TPM

Glossary

EX2. SPECIAL AWARD FOR TPM ACHIEVEMENT

Indicators

Chapter 1 "Outline of Your Company and Plant"

Chapter 2 "TPM Policies/Objectives and TPM Organization/Management"

Chapter 3 "Unique strengts TPM Activity"

Chapter 4 – 12 Contents can be the same as for "Award for TPM Excellence Category A"
"Award for TPM Excellence Category B

EX3. Advanced Special Award for TPM Achievement & Award for World-class TPM Achievement

Indicators

Chapter 1 "Outline of Your Company and Plant"

Chapter 2 "TPM Policies/Objectives and TPM Organization/Management"

Chapter 3 "Global No.1/Only 1 TPM Activity"

Chapter 4 – 12 Contents can be the same as for "Award for TPM Excellence Category A"
"Award for TPM Excellence Category B

GENERAL POINTS FOR ALL CATEGORIES OF ACTIVITY REPORT:

1. Terminology Definitions should be attached to the reports especially when applicant uses their own terminology which assessors might not understand.
2. If there is updated Information and new improvement cases in the activity report for Second Stage assessment, these should be highlighted for easy recognition.

4. Preparing Documents for the Assessment

Agenda (Sample)

5. Agenda

A standard agenda form can be downloaded from the URL below.

[Agenda Form] http://jipmglobal.com/tpm/wp-content/uploads/Assessment-Agenda-Form.xlsx

EX) Times and contents listed are samples only.

Time		Description	Responsible Person	Location
09:00 - 09:40	40 minutes	Room Presentation □ Contents □	Names	Assessment Venue
09:40 - 10:00	20 minutes	Question and Answer	Names	
10:00 - 10:10	10 minutes	Break		Assessors' Room
10:10 - 10:50	40 minutes	Room presentation □ Content □ □	Names	Assessment Venue
10:50- 11:10	20 minutes	Question and Answer		
11:10- 11:50	40 minutes	Room presentation □ Content		
11:50- 12:10	20 minutes	Question and Answer		
12:10 - 13:00	50 minutes	Lunch Break		Venue name
13:00 - 14:20		Onsite Presentation □ Content (Presentation / Q&A) □	Names	On-site
14:20- 14:30		Break		
14:30- 15:30		Onsite Presentation □ Content (Presentation / Q&A)		
15:30 - 16:10		Break and Assessors' Meeting		Assessors' Room
16:10 - 17:00	40 minutes	Feed back	Names	Assessment Venue
	10 minutes	Closing Session		

4. Preparing Documents for the Assessment

Agenda

Important Information

More time is allocated for Room Presentation in 1st Stage Assessment, and 5 to 8 examples of On-Site Presentation. The guideline is six presentations, and a presentation on Autonomous Maintenance must be included. * for 1 day assessment

More time is allocated for On-site Presentation in 2nd Stage Assessment, with at least one example from each Pillar, for a total of at least 8 examples. * for 1 day assessment

NB **On-site presentations are intended to provide a practical illustration of activities.**

Managing available time is very important to ensure:

- **The delivery of the presentation / demonstration**
- **An allowance for Questions & Answers with the Assessors**
- **Travel time to the next point of presentation**

*Please be careful not to add too much Case Study in on-site presentation.

For interpretation

- Interpreters should be arranged by the auditee company. Interpreters play an important role in communication between the assessment and the assessor.
  The translator of the assessment documents and the interpreter on the day of the assessment should have a good understanding of the manufacturing industry (preferably also TPM) as well as experience as a Japanese interpreter.
- Even if you have in-house interpreters, please engage an external interpreter as a general rule; this is to avoid potential conflicts of interest arising from their employment status. However, this is not a mandatory requirement.
- Interpreters should be available as soon as the assessors arrive at your plant to avoid misunderstandings in the explanations and precautions prior to the start of the assessment.
- The agenda includes time for interpretation. All presentations, explanations and answers should be given through the interpreters.
- Please create to take into account the time required for Q&A and room transfers.

4. Preparing Documents for the Assessment

Agenda

For Room Presentation

- The main purpose of the room presentation is to present on each of the pillars of TPM promotion.
- Presentations should focus on the points you wish to emphasize and adhere to the agenda timeframe.
- For items that have made significant improvements, please explain in detail how they have been improved.
- Regarding the First Stage in particular, the Room Presentation places great importance on gaining a comprehensive understanding of the overall TPM activities. Therefore, please ensure sufficient time (a total of at least 60 minutes is recommended) is allocated for the Q&A session. It is acceptable if this results in a reduced number of onsite presentations.

For On-site presentation

- Presentations of improvements will be given on site where the equipment is located. Even if the presentation is given in a separate room due to noise or other reasons, please allow time to see the equipment in person.
- In the First Stage, please prioritize securing time for the Room Presentation; it is not necessary to present on all eight pillars. In the Second Stage, please deliver presentations covering all the pillars in which you are active.

For breaks

- Set breaks as appropriate and include them in your agenda.
- Lunch breaks will be 60 minutes.

For assessors meeting & feedback session

- After all presentations, there will be an assessors meeting. Only assessors will participate in the assessors meeting.
- Please set up the assessors meeting to be at least 40 minutes long, including time to change clothes.
- Set up the feedback session after the assessors meeting. The feedback session should be at least 30 minutes long.

For the others

- Please set up a timekeeper to manage time so that the agenda can be adhered to for each session.

4. Preparing Documents for the Assessment

Meeting Minutes

6. Meeting Minutes

-Please submit in PDF file.

-Font size should be big enough to read when printing it out

Cover page

First Stage/Second Stage Assessment Meeting Minutes (Name of Your Company and Plant) (Name of Award Category) (Date of Assessment) Attendees: (Names of Attendee)

Contents (pages after the cover)

Assessment Category		Name of Assessor	Question	Response	Name of Respondent
Presentation	Autonomous Maintenance				
	Focused Improvement				
On-Site Presentation	(cases)				
	(cases)				
	(cases)				

Comment	(name of assessor)				
	(name of assessor)				

7. Kaizen / Improvement Report

-Please submit in PDF file.

-Font size should be big enough to read when printing it out

Company Name:	
Plant:	
TPM 1st Stage Assessment Date:	
TPM 2nd Stage Assessment Date:	

KAIZEN IMPROVEMENT PLAN

REF	KAIZEN ITEM	ACTIVITY PLAN	RESP	COMP DATE	STATUS
1	Reach Step 4 in all 'A' Class machines	New Plan agreed with all team members and machine-by-machine master schedule prepared	KP	Oct 2025	OK
2					
3					
	Continue as required…….				

Report prepared by:

Name:
……

Signed:
……

5. Reference Documents

Arrangements for the Assessment

Arrangements for the Assessment

1) Travel

- JIPM will begin coordinating the schedule for the First Stage Assessment in late January.
  -Please suggest as many possible dates as you can. Travel expenses will be divided proportionally among the factories/plants on the same itinerary, but as a result of coordination, you may end up traveling to only one company.
  -The First Stage Assessment tends to be concentrated in June and July, and the Second Stage Assessment in December and January, so it may not be possible to accommodate your preferences.
- Travel arrangements required for travel by assessors and sub-assessors (travel to and from international airports within Japan) will be made by JIPM.
- When there happens sudden schedule change or trouble, please inform to TPM Award Office promptly.
- If it is national holiday in your county on transportation day, please let us know in advance. (In national holiday security in airport/station might be changed, and TPM Award Office will tell assessors about that.)
- It is requested that you make arrangements and make payment for transportation within your country to and from your international airport. Arrangements for travel between hotel where assessors stay, and your plant should be included.

2) Accommodation

- Hotel reservations and payment for accommodation for assessors shall be made by the applicant.
- Hotel rooms should be equipped with appropriate lighting and a desk for reading documents and writing reports.
- Wake up calls should be arranged for the assessors.
- All hotel expenses incurred during stay should be billed directly to your company.

3) Preparation for the Venue

- The seating should be arranged with the lead assessor at the head of the table, the assessor seated next to the lead assessor, and the sub-assessor seated next to the assessor. If there are more than 3 assessors present, arrange the seating so that the lead assessor is seated in the center.

- If you wish to make a video or sound recording, please inform the assessors at the beginning of the assessment.
- The following items should be ready for use at the assessors' table:
  - Name plaques for the assessors and assistant assessors,
  - A hard copy of the PPT presentation,
  - Stationery (mechanical pencils, erasers, ball-point pens (red and black), markers, post-it notes (large, small), etc.)
  - Any documents such as Meeting Room or Workplace Explanatory Memos that will be used by assessors (refer to page 36, Example 1 and Example 2)
  - Microphone etc.,

4) Preparation for the Assessors' Room

- Please have a room ready that assessors can use to change clothes, rest, and hold meetings among assessors.
- Lockers for assessors will be required.
- Please set aside approximately 30 minutes from the arrival to the commencement of assessment for changing of clothes and briefing. Members of the applicant company are asked to step out of the room during this period.
- Please have the same type of stationery mentioned above ready for use in the room.
- Please prepare work clothes and protective gears. (if need)

* Especially, if it will be hot in your plant/factory, please prepare wok clothes for assessors.

5) Preparation of Explanatory Documents

- In principle, the documents and videos to be used on the day should be the same as those submitted in advance.
  (Even if there are additions or changes, please make sure to use the page numbers in the pre-submission documents to proceed with the questions.
- It will facilitate the assessment process if you use Japanese as much as possible for the audio description attached to the documents and videos you send us in advance.
- **Please adhere to the due dates for all documents.**
- **All documents submitted to JIPM will be destroyed after the assessment except for the Activity Report, which will be kept at JIPM.**

6) Presentation

- Room presentations are primarily intended for presentations on each of the pillars in TPM promotion.
- Onsite presentation is primarily intended for presentation of site conditions, examples of equipment improvements, and examples of improvements.
- The TPM activities' bulletin board used for the onsite presentation should have a serial number that corresponds to the room presentation material.
- Please also include photos taken before the improvements in your materials so that we can compare before and after improvements.
- Especially in the First stage assessment, please explain in detail the aim of introducing TPM.

7) Others

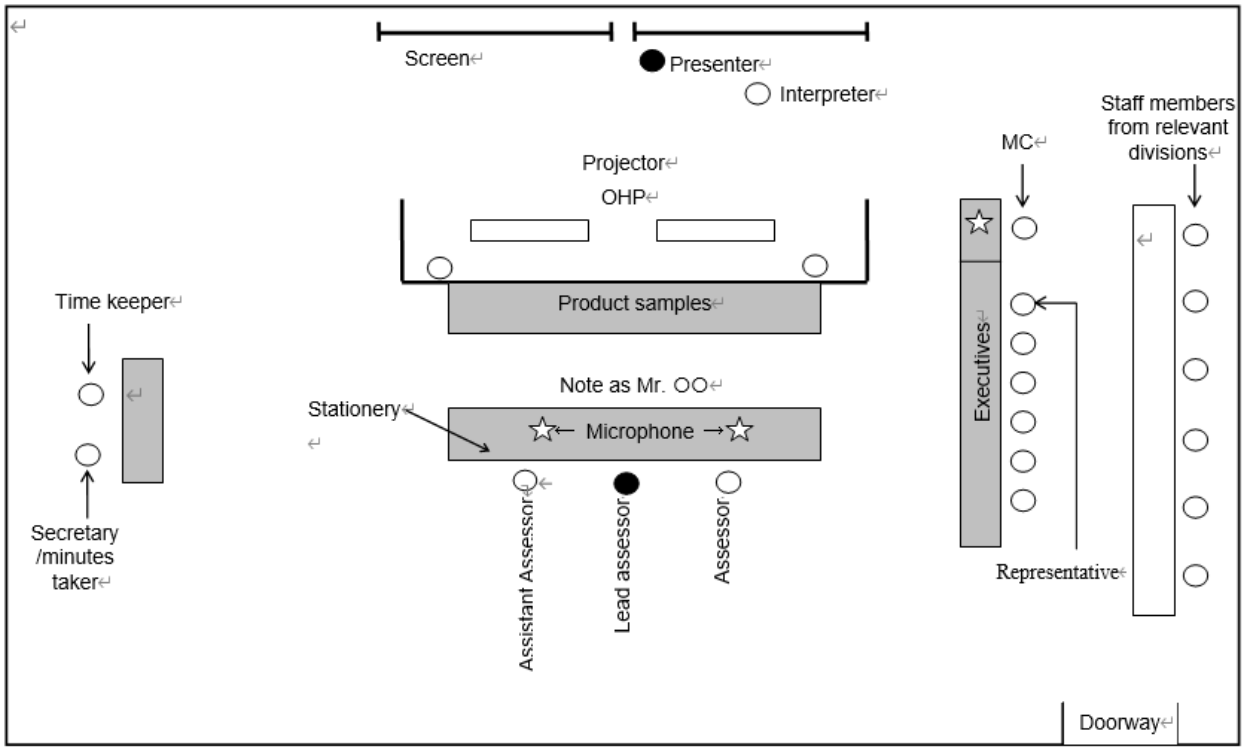
- **As the assessors will be visiting multiple factories, please refrain from presenting them with gifts or souvenirs.** Depending on the item, they may not be permitted to take it with them and might be forced to discard it before returning Japan.

5. Reference Documents

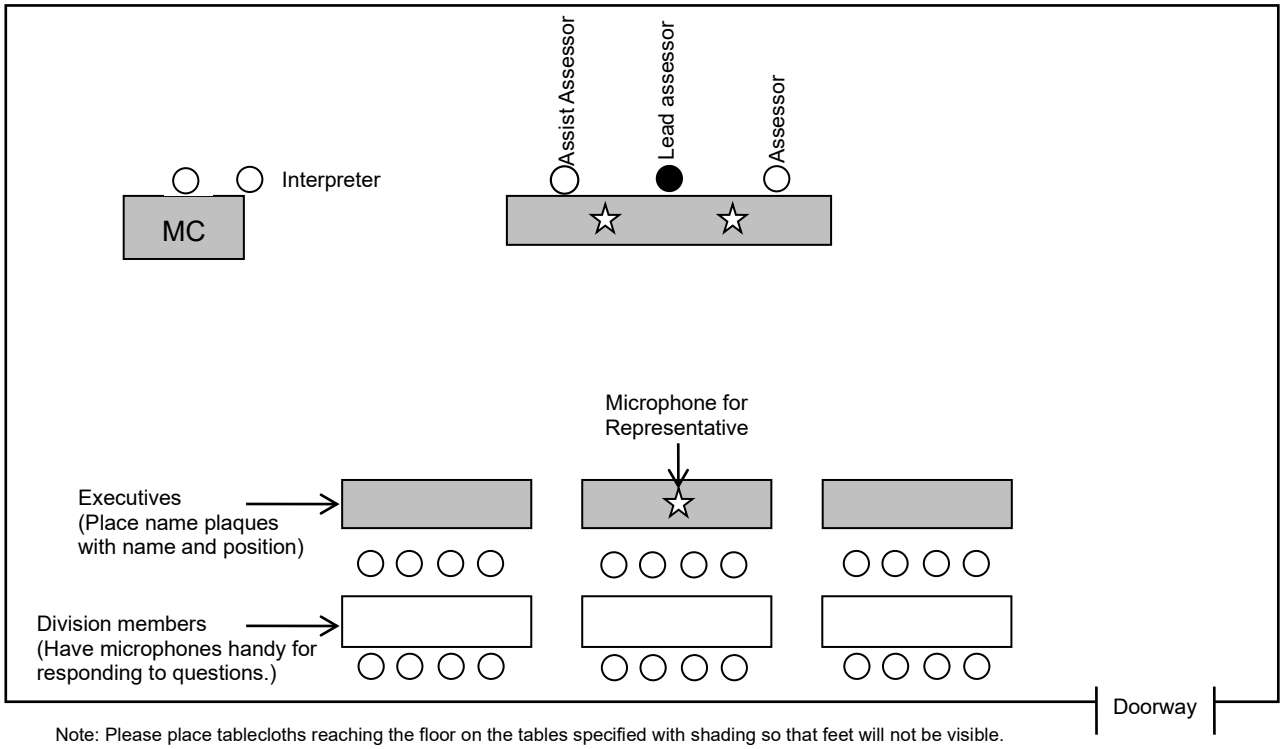
Arrangements for the Assessment

Example of Venue Arrangement

Assessment Venue for Room Presentation



Assessment Closing Session



Note: Please place tablecloths reaching the floor on the tables specified with shading so that feet will not be visible.

5. Reference Documents

Arrangements for the Assessment

Example of Memo Notepads

Please prepare a form with the theme, title, presenter, etc. filled out in advance so that the assessors can take notes while listening to the presentations.

EX1

Company Name and Logo

Memo Notepads – Office Meeting Room Presentation *[Date]*

Theme	*[Theme Title]*	Presenter	*[Name]*
[Time]			

[Memo]

SAMPLE

EX2

Company Name and Logo

Memo Notepads – Onsite Presentation *[Date]*

Theme	*[Theme Title]*	Presenter	*[Name]*
[Time]			

[Memo]

SAMPLE

5. Reference Documents

Option

1) Follow-Up

This is for applicants who have won a TPM award in the past and wish to know whether their plant is well improved as based on comment given by assessors during TPM Award assessment or their plant level is qualified enough to apply upper award.
Up to two members of JIPM's assessment team, including an assessor, visit plant and give further advice.

[Fee]: 600,000 JPY per day + travel cost

[Note]: * This is not consulting service.

* A plant which apply to TPM Award of the year cannot apply to Follow-up during TPM Award assessment (from accepted application form to finish all assessment).
* Applicant should submit Application Form for Follow-up (Please refer to our webpage) at least 3 months before the request schedule.
* The schedule might be changed from the request. The schedule will be concluded in discussion after accepted Application Form.
  Note: If you request during the TPM Awards assessment period, priority will be given to scheduling the assessment.
* It can also be conducted Online if you wish or considering your situation.
  (Online Implementation Fee is not required.)

2) Pre-assessment

This is for applicants that are challenging the TPM Award for the first time (Award for TPM Excellence). Up to two members of JIPM's assessment team, including an assessor, will visit plant and check whether your activities meet the requirements for the assessment and point out any shortcomings.

[Fee]: 600,000 JPY per day + travel cost

[Note]: * This is not consulting service.

* A plant which apply to TPM Award of the year cannot apply to Pre-assessment during TPM Award assessment (from accepted application form to finish all assessment).
* Applicant should submit Application Form for Pre-assessment (Please refer to our webpage) at least 3 months before the request schedule.

5. Reference Documents

Option

* The schedule might be changed from the request. The schedule will be concluded in discussion after accepted Application Form.
Note: If you request during the TPM Awards assessment period, priority will be given to scheduling the assessment.

* It can also be conducted Online if you wish or considering your situation.
(Online Implementation Fee is not required.)

5. Reference Documents

Others

PAS 1918:2022

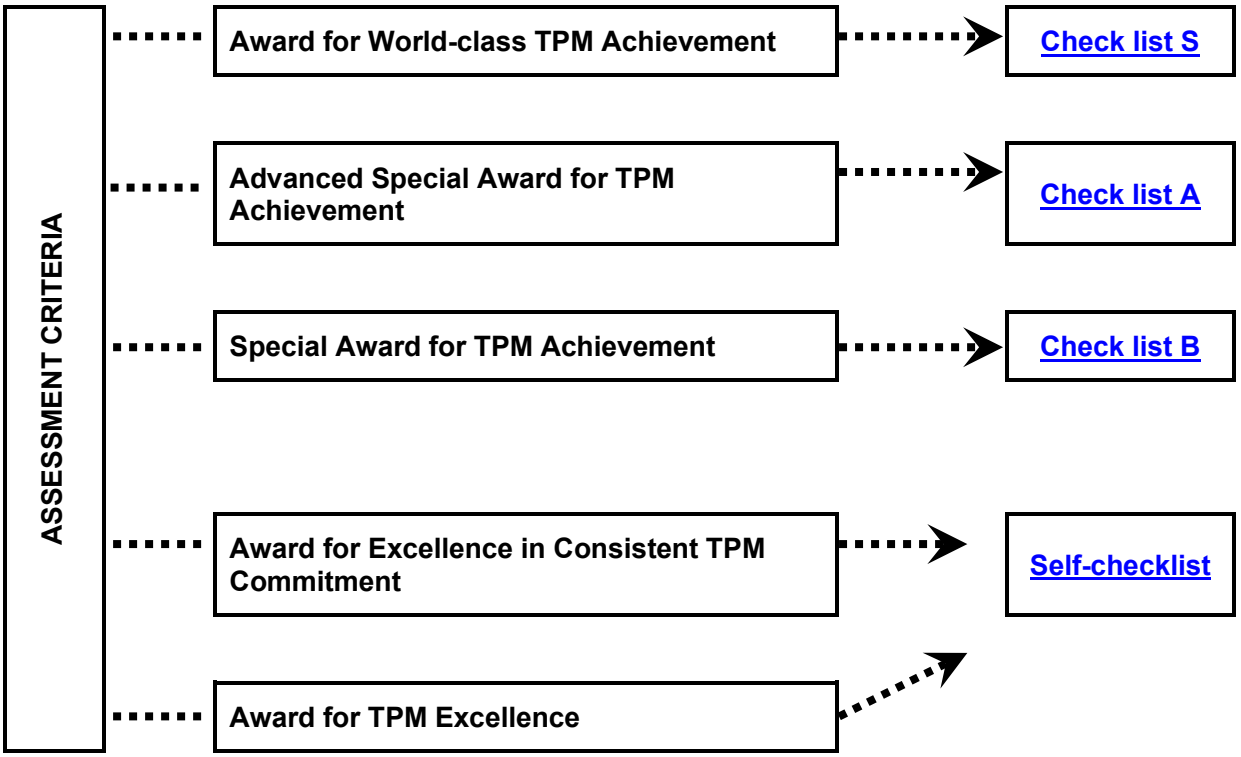
PAS 1918:2022 has been developed.

PAS is a public specification issued by the British Standards Institution (BSI), and although it is not as influential as ISO, it is positioned as a standard in the same industry/technical field as those standards.
PAS 1918:2022 is a PAS standard for TPM, officially named "Total productive maintenance (TPM) - Implementing key performance indicators - Guide. It is sponsored by the Japan Institute of Plant Maintenance and was established in 2022.
Although TPM has spread throughout the world, more than 50 years have passed since it was first proposed, and some activities have become far removed from those proposed by the Japan Institute of Plant Maintenance (JIPM), the originator of TPM. Therefore, we decided to compile a guide that describes the basic concept of TPM activities, how to proceed, and how to collect indicators, in order to prevent the spread of activities based on a wrong understanding of TPM.
* PAS1918:2022 is available from the BSI Shop

https://knowledge.bsigroup.com/products/total-productive-maintenance-tpm-implementing-key-performance-indicators-guide/standard



6. Checklist



IMPORTANT

From 2024 TPM Awards, the Self-Checklist replaces the existing checklist for the "Award for TPM Excellence" and "Award for Excellence in Consistent TPM Commitment".

The Special Award for TPM Achievement, Advanced Special Award for TPM Achievement, and Award for World-class TPM Achievement remain unchanged from the previous checklist.

6. Checklist

- Own judgment by self-checklist

Considering challenge for Award for TPM Excellence, applicant must answer all of the questions on the self-checklist and meet the following two criteria.

1. All “Required questions” must have a score of “3” or higher.
2. Average score of all questions must be at least "2.5" at the time of application.

（6 to 8 pillars depending on company declaration）

Note that even if a plant/factory meets these criteria in its own evaluation, this does not guarantee that it will receive Award for TPM Excellence.

- Award for Excellence in Consistent TPM Commitment will also be assessed using the self-checklist, but the score for all items must not be less than score for the Award for TPM Excellence.

6. Checklist

Assessment Criteria
For all Categories of TPM Award

Assessment Criteria		Explanations
Basic conditions as business manager		The basic conditions are to fulfil the social responsibility to be exercised by an enterprise and achieve labour and equipment safety.
Prerequisites for implementation	Formulation of policy and target	A target contributing to management is established in line with the concepts that TPM policy is consistent with the basic corporate policy, TPM is clearly positioned in the strategy as an enterprise or working site, and “TPM is a job.”
	Formulation of master plan	The master plan showing the basic promotion plan of TPM in chronological order is created in order to fulfil the initial purpose and is used as a criterion for all activities and as a fundamental when making a plan to promote each pillar at the working site.
	Establishment of promotion system by top management	The chief executive for TPM promotion is the business manager who exercises leadership based on his/her own intentions. The organization for TPM promotion based on the premise above is established and functions.
	Manager and technical staff-led type formation of overlapping small groups	A manager and technical staff-led type of working organization consisting of overlapping small groups is formed in establishing the promotion system. The role and responsibility of each level of overlapping small-group organizations are clarified.
	Creation of opportunity for all members to participate	All members participate in TPM activities across all departments and levels, in order to clarify the presence and accomplishment of each member through participation by each member in the activities based on the idea that “TPM is a job.”
	Introduction of step-by-step implementation system	The steady progress management of activities is carried out through step-by-step implementation which clearly shows what to do at the present stage, what to do at the next stage and the final picture, in order to definitely implement what to do and clarify the guidance points in the process of activities.
	Implementation of step-by-step examination	Appropriate consultation is carried out in the system where a group in a position of leadership evaluates the appropriateness of going on to the next step when implementing activities through step-by-step implementation, and where top management at the working site also evaluates it.
	Ensuring of top management diagnosis function	The business manager confirms at a certain time the status of accomplishment as stated in the TPM policy and implemented as planned by the manager to produce results, and also confirms the need to change the future policy, plan, system, etc.
	Establishment of pillars of TPM implementation	Basic pillars toward activities are established from the viewpoints of a double-wheel system concerning equipment management by a field operator and specialized maintenance so as to avoid problems in production equipment, prevent the occurrence of problems by upstream control, and develop human resources. Based on the above, pillars for activities according to the needs as a working site are clarified.
	Clarification of loss	TPM aims to contribute to business by thoroughly eliminating “losses” including chronic loss. Therefore, the existence and definitions of loss and structure are clarified, and the level of contribution to business by eliminating such losses is clarified.
	Utilization of methods and techniques to solve problems/issues	In order to produce results toward solving problems including chronic loss, such approaches as applicable analyses and improvement, and their methodologies are clarified and activities logically implemented.
	Utilization of tools for circle activation	“TPM activities board,” “one-point lessons” and “circle meetings” are utilized as effective tools for circle activation.
	Establishment of system for developing human resources	A system for training is established in order to secure personnel having capabilities corresponding to the work, and education and training based on that system are carried out. Special programs are systematized and implemented for workers directly engaged in equipment management, in order to secure professional engineer capabilities and develop human resources having new capabilities.

6. Checklist

Checklist

Please check the checklists at the respective links.

- Award for World-class TPM Achievement
  Checklist S (http://jipmglobal.com/tpm/wp-content/uploads/Checklist-S.pdf)

- Advanced Special Award for TPM Achievement
  Checklist A (http://jipmglobal.com/tpm/wp-content/uploads/Checklist-A.pdf)

- Special Award for TPM Achievement
  Checklist B (http://jipmglobal.com/tpm/wp-content/uploads/Checklist-B.pdf)

- Award for Excellence in Consistent TPM Commitment

- Award for TPM Excellence
  Self-checklist
  (http://jipmglobal.com/tpm/wp-content/uploads/Self-Checklist_E.pdf)

6. Checklist

IMPORTANT

Definition of “Currently progressing with Step 4” with regard to Autonomous Maintenance (Jishu-Hozen) in the Application Requirements

One of TPM’s focuses is preventive action. In Autonomous Maintenance (Jishu-Hozen), operators are expected to have the ability to prevent equipment and workplace-related losses. An assessment is carried out to quantitatively evaluate each operator’s results and performance obtained through Autonomous Maintenance activities and verify whether each operator has the ability to prevent losses. The phrase “completion of the 4th step" with regard to Autonomous Maintenance means that each operator has understood the functions and structures of the equipment in their workplaces in order to prevent losses. At the time of application, you must have begun progressing on Step 4.

*The above is the situation at the time of application and is based on the number of target facilities set at the time of TPM introduction. Activities have progressed through the 1st Stage Assessment, and it is expected that at least 75% of eligible facilities will have completed Step 4 by the time of the 2nd Stage Assessment.

Please refer to a guide below to judge your application.

English : https://jipmglobal.com/wp-content/uploads/2023/07/Revision-of-TPM-Excellence-Awards.pdf

Japanese : https://jipmglobal.com/tpm/wp-content/uploads/1688429795-799981.pdf

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