

Valid for regions outside of Japan

2024 TPM Excellence Awards Outline

[Note]

The system is being revised starting in FY2024.
For more information, please see the following web page.

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



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 2024 TPM Awards only.
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1.1 Application Outline

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.

Please note that until 2026, applications can be submitted using the eligibility requirements (including category classification) as of 2023.

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
- 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, or must have 3 years of continuous activity after receiving Award for TPM Excellence.

1.1 Application Outline

- 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.
- Must have deployed activity based on 8 pillars^{※1} of TPM and show significant improvement in results.

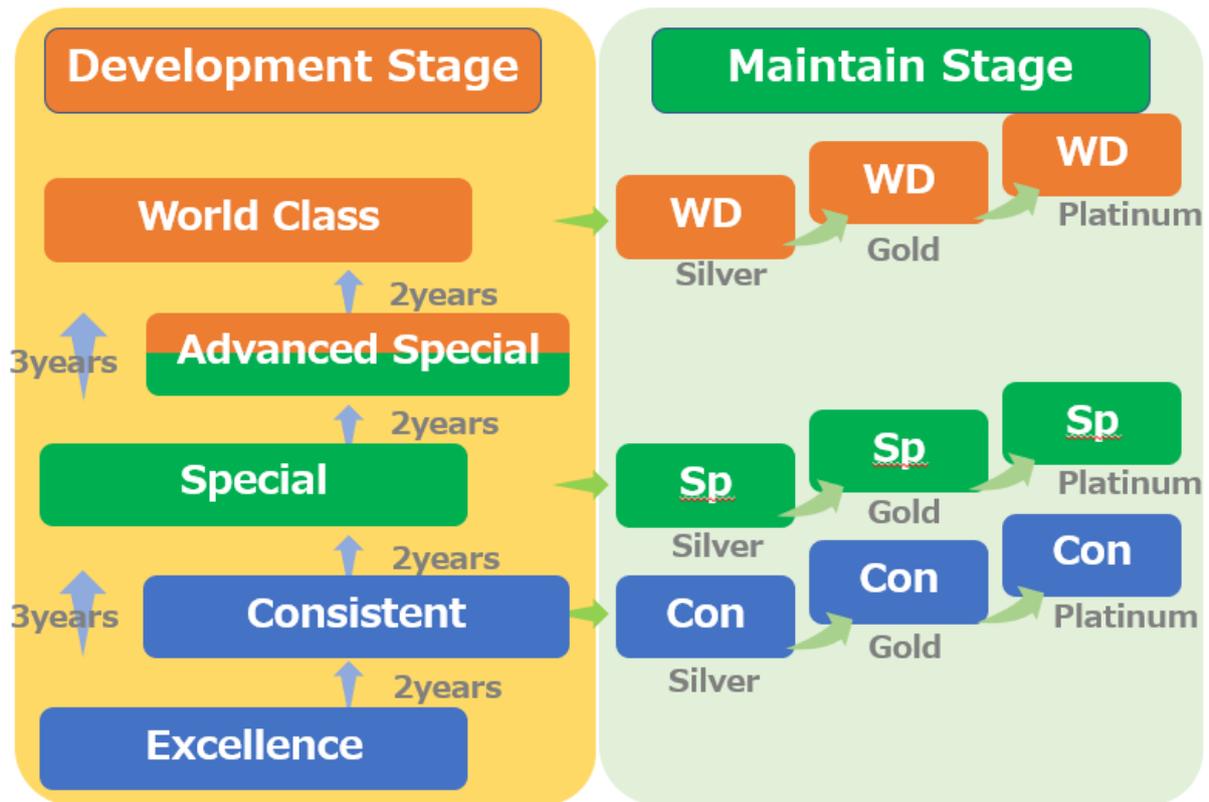
5) Award for World-class TPM Achievement

- Must have minimum 2 years of continuous activity after receiving Advanced Special Award for TPM Achievement, or must have 3 years of continuous activity after receiving Special Award for TPM Achievement, and show significant improvement in results..

※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)

1.1 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 sites 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.

1.1 Application Outline

[IMPORTANT] ※2 Self-Checklist

- You can download 'Self-Checklist' from TPM Awards' introduction page on JIPM website.

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

English : https://jipmglobal.com/tpm/tpm_award/awards_introduction_en

- In revised 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.
- You can judge for yourself if you are eligible to challenge for Award for TPM Excellence.
- 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 JIPM Web page * Apply page will open around November 2023

<https://jipmglobal.com/service/tpm-awards/tpm-excellent-awards>

- Please follow the procedure from the JIPM web page by December 22, 2023.
After the application is completed, a confirmation page (Application confirmation form) will be displayed. After confirming the contents of the application, please print it out and have the representative sign and mail it together with the other documents.
* 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 typed and made by the plant/factory.
- It is optional (not obligatory) to submit a Non-Disclosure Agreement (NDA) (refer to sample in Section5.)

1.1 Application Outline

3. Withdrawal and Refund Policy

- Applicants may decline an assessment at any time by submitting withdrawal request through the JIPM web page, and by submitting withdrawal form via email. Only submitting orally or by telephone, will not be processed 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 3 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 costs, please refer to Section 3.
- 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.

1.2 Main Assessment Principles

1. Main Assessment Principles

- 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 assessors 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.
- Other than the above-mentioned assessors, an assistant assessor may be present during the assessment.
- 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.
- 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 : March – July 2024)

- 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 next 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 First-stage assessment will be announced on assessment day.

1.2 Main Assessment Principles

- 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 + 1 books Delivery : by Courier
2	TPM Activity Report (PDF)	40 days prior to assessment date	Delivery : by mail attach or cloud
3	Assessment Agenda	30 days 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

3. Second-stage Assessment (Period: September 2024 – January 2025)

- Applicants who have successfully passed the first-stage assessment will continue to the second stage.
- 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 2025**.
- In the event that the applicant does not pass the second-stage assessment, the assessment result from the first-stage assessment will be annulled.

1.2 Main Assessment Principles

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 + 1 books 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	30 days 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 information must be submitted			
6	Presentation materials for 'Room presentation'	30 days prior to assessment date	Delivery : by mail attach or cloud
7	Presentation materials for 'Onsite Presentation'	30 days prior to assessment date	Delivery : by mail attach or cloud
8	Videos showing TPM activities	30 days 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(1280 x 720 pixels) or Full HD(1920 x 1080 pixels).

Note: Updated information from the First Stage assessment should be easily recognized by the assessor such as highlighting the section with the updated information. Sections with new improvement cases also should be highlighted to be found easily.

※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)

1.2 Main Assessment Principles

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	Checklist C※4	minimum of 70 points on 100-poin
	Self Checklist	Average score of 3.0 or higher in all questions
Award for Excellence in Consistent TPM Commitment	Checklist C※4	minimum of 80 points on 100-poin
	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-poin
Advanced Special Award for TPM Achievement	Checklist A	minimum of 80 points on 100-poin
Award for World-class TPM Achievement	Checklist S	minimum of 80 points on 100-poin

※4 Due to the revision of the system, in principle, assessment will be based on the Self-Checklist, but until the FY2026 assessment, assessment based on Checklist C will be permitted upon request.

(Please refer to ※2 or Section 7 for the self-checklist.)

1.2 Main Assessment Principles

5. In the Case of Social Scandal or Serious Accident

In the event of social scandals or serious accidents involving pollution, disasters, or fatalities, please submit a report to the TPM Awards Office as soon as possible after the event.

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 screening, etc.). If a decision has been made to withdraw or repeal the award after the awards ceremony, the award plaque must be returned immediately.

1.2 Main Assessment Principles

6. Notification of the Assessment Result

The assessment result will be finalized Early February 2025, 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 then 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.

1.3 Other Points

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 presentation 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. Competence Research

JIPM will conduct 'Competence Research' for research purposes. Details will be provided at a later date.

4. Assessors and Assistant Assessors

In addition to the assessors, an assistant assessor may be present during the assessment. The assistant assessor will provide comments to the applicants, but will not be involved in the scoring process of the assessment.

5. Awards Ceremony

Winners will be presented with a plaque at the "TPM Awards Ceremony" to be held some time during March 2025. (The exact details to be announced in the future)

6. 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.

1.3 Other Points

7. 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.

- Writing the "Company Profile"

This is a company profile to be submitted at the time of application. Please refer to Section 5 for details.

The information will be compiled into a booklet to be distributed at the awards ceremony as an introduction to the award-winning companies. Please use as much information as you are able to disclose. If you need to revise the information after receiving the award, please submit the 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. Assessment Fees and Other Associated Costs

Assessment Fee (Onsite assessment: common for both 1st and 2nd assessment)

	Assessment Fee per day	Additional Fee (Travel Cost)
Award for TPM Excellence	JPY 1 210 000.	Actual cost <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: auto;">All Fees are in JPY (Japanese yen)</div>
Award for Excellence in Consistent TPM Commitment	JPY 1 270 000.	
Special Award for TPM Achievement	JPY 1 320 000.	
Advanced Special Award for TPM Achievement	JPY 1 440 000.	
Award for World Class TPM Achievement	JPY 1 550 000.	

[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, and JIPM fee (JPY30 000). JIPM will arrange the travel.

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

* If you wish to apply for a category under the old system (Category A/B), the above assessment fee for the TPM Excellence Award will apply.

In case of On-line Assessment (for 2nd 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 1st stage assessment and individual circumstances. (There must be special circumstances, such as regions with travel difficulties.)

	Assessment Fee per day	Additional Fee (Online Implementa tion Fee)
Award for TPM Excellence	JPY 1 210 000.	JPY 450 000. <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: auto;">All Fees are in JPY (Japanese yen)</div>
Award for Excellence in Consistent TPM Commitment	JPY 1 270 000.	
Special Award for TPM Achievement	JPY 1 320 000.	
Advanced Special Award for TPM Achievement	JPY 1 440 000.	
Award for World Class TPM Achievement	JPY 1 550 000.	

[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.)

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

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

* If you wish to apply for a category under the old system (Category A/B), the above assessment fee for the TPM Excellence Award will apply.

2. Assessment Fees and Other Associated Costs

1. Invoices, Payment of Fees and Receipts

- 1.1 Upon receipt of the application, an invoice will be issued as follows.
- February, 2024
 - Assessment Fee for 1st Stage
 - Assessment Fee for 2nd Stage
 - After 1st Stage Assessment
 - Additional Fee for On-site Assessment
 - After 2nd Stage Assessment
 - Additional Fee for On-site Assessment or On-line Assessment
- 1.2 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 commissions are to be paid by the applicant. In case of a shortage in the payment, additional payment for the lacking amount will be required.
- 1.3 All invoices are payable within 60 days of invoice date. Where purchase order numbers or contracts are required to remit payments, this must be indicated on the application form.
- 1.4 When you make wire transfer, please fill in correct bank information of JIPM which mentioned in invoice, for example, bank account number, receiver name: Japan Institute of Plant Maintenance.
- 1.5 If your company has outstanding bills for JIPM, the application might be cancelled.
- 1.6 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 will JIPM consider 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.

2. Assessment Fees and Other Associated Costs

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 Award Office does not received 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*.

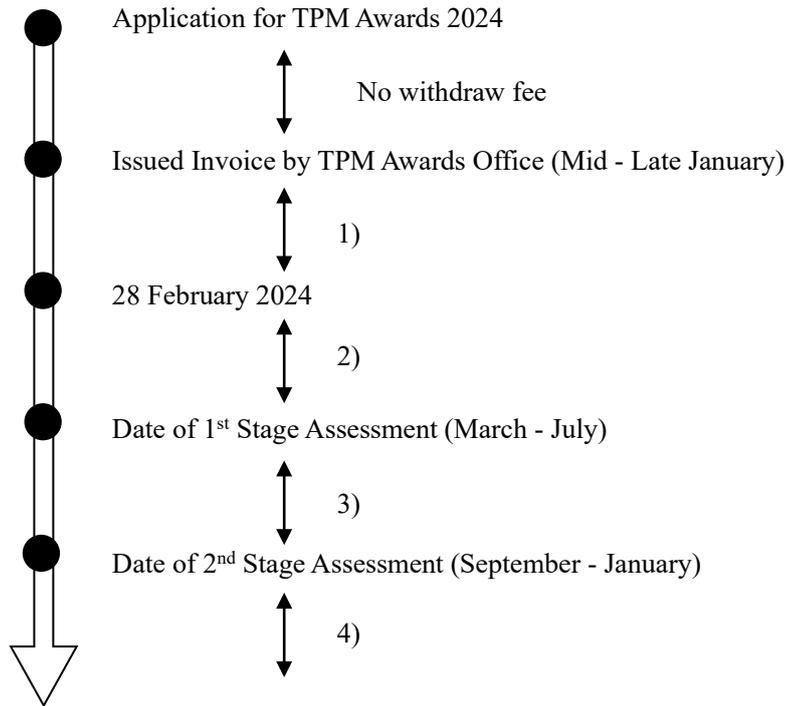
6. Withdrawal Fee

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.

Timing of Notification of Withdrawal	Fee Payable to JIPM
1) From Issued Invoice To 28th February 2024	-300 000 Yen as Admin Fee
2) From 1st March 2024 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 2 nd Stage Assessment	-100% of 1st Stage Assessment fees -100 % of 2nd Stage Assessment fees

2. Assessment Fees and Other Associated Costs



3. Document Submission Schedule Schedule of Submission

Every document should reach JIPM by each deadline

Application		
Content	Delivery	Deadline
• Web Application	By Webpage	22 December 2023
• Application Confirmation form with signature (not a photocopy)	By Courier	
• Company Profile	By Email	
• TPM Award Assessment Achievement Sheet	By Email	
• 2 copies of Non-Disclosure Agreement(NDA) with signature	By Courier	Optional

Assessment			
No.	Content	Deadline	Remarks
1	TPM Activity Report (Book)	40 Days prior to Assessment date	Qty: Number of assessors + 1 books Delivery: by Courie
2	TPM Activity Report (PDF)		Delivery: by email attach or cloud
3	Kaizen/Improvement Report * Only for 2 nd stage assessment		
4	Assessment Agenda	30 Days prior to Assessment date	Delivery: by email attach or cloud
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'	30 Days prior to Assessment date	Delivery: by email attach or cloud
7	Presentation materials for 'Onsite Presentation'		Delivery: by email attach or cloud ※Within 10 minutes. To avoid a large data volume, the resolution of the video is fine at HD(1280 x 720 pixels) or Full HD(1920 x 1080 pixels).
8	Videos showing TPM activities		

3. Document Submission Schedule Schedule of Submission

[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 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 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.

We request that printed a PDF file also be submitted at the same time in order to prevent printing errors.

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

If receive the award, will distribute the company profile in the awards ceremony.

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 programme the 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 Index	

4. Preparing documents for Assessment

Achievement Sheet

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

*Information to be made public

Category	Index (Calculation Formula)	Unit	Kick off/ TPM Started (or last time awarded)	Actual Status 2023	Target 2024
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 defect rate	Scrap	%		
		Scrap and rework	%		
C	Cost index	Cost/Unit Cost/Kilogram			
D	Production Lead time	Days			
D	Delivery performance	%			
S	Safety index (ex Lost Time Incident Rate)	(Accidents per 1,000,000 operator hours)			
M	Number of Employee Suggestions	Number/year			
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 PQCDSDM 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 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

2024: SECTION 4

Page 4

PREPARING FOR THE ASSESSMENT

4. Preparing documents for Assessment

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, Satoshi Suzuoki
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. Preparing documents for Assessment

TPM Activity Report

4. TPM Activity Report

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.

4.1 Guide to TPM Activity Report

Style

Paper Format :

- A4 (210 mm (297 mm) or similar size with left-bound format
- Printing copy number on the cover page is required.
- Duplex printing (printing on both sides of paper)
- Use 12 point font or larger
- Provide the Report in easy to read style
- Provide 4 Copies (5 Copies for Advanced Special, World-class)

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

4. Preparing documents for Assessment

TPM Activity Report

3) EXAMPLE CONTENTS FOR

EX1. Award for TPM Excellence & Award for Excellence in Consistent TPM Commitment

Index

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
- 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 Individual Kaizen – Examples and Effects
- 4-6 Results and Future Plans

4. Preparing documents for Assessment

TPM Activity Report

Chapter 5 Autonomous Maintenance Activities

- 5-1 Outline – Aims, Goals and Concepts
- 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 Autonomous Maintenance – Examples and Effects
- 5-6 Results and Future Plans

Chapter 6 Planned Maintenance Activities

- 6-1 Outline – Features of equipment; issues of equipment maintenance
- 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
- 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 Planned Maintenance – Examples and Effects
- 6-15 Results and Future Plans

Chapter 7 Quality Maintenance Activities

- 7-1 Outline – Aims and Objectives
- 7-2 Progress and Inspection Methods
- 7-3 Examples and Effects
- 7-4 Results and Future Plans

4. Preparing documents for Assessment

TPM Activity Report

Chapter 8 Early Management Activities

- 8-1 Product Development Management
 - 8-1.1 Outline – Concepts, Aims, and Schedule
 - 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 Individually developed Management – Examples and Effects

Chapter 9 Education and Training

- 9-1 Basic Concepts and Priority Measures
- 9-2 Determining Training Budgets
- 9-3 Outline of training and education and methods to improve skills
- 9-4 Evaluation of maintenance work knowledge and skills
- 9-5 Qualified specialists
- 9-6 Examples of training/education materials and effects
- 9-7 Results achieved and future plans

Chapter 10 Improvement of the Administrative and Indirect Departments

- 10-1 Outline
- 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 Examples of improvement in administrative and other indirect department and the effects
- 10-6 Results and Future Plans

Chapter 11 Safety, Health and Environment

- 11-1 Outline
- 11-2 Objectives
- 11-3 Organizations and Systems for promotion
- 11-4 Environmental Protection at work places
- 11-5 Activity Status
- 11-6 Examples of improvement in Safety, Sanitation and Environmental Management and Effects
- 11-7 Results and Future Plans

4. Preparing documents for Assessment

TPM Activity Report

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 counter-measures
- 12-4 Visions of 21st century and their implications for TPM

Glossary

4. Preparing documents for Assessment

TPM Activity Report

EX2. SPECIAL AWARD FOR TPM ACHIEVEMENT

Index

Chapter 1 “Outline of Your Company and Plant”

Chapter 2 “TPM Policies/Objectives and TPM Organization/Management”

Chapter 3 “Innovative/Breakthrough 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

Index

Chapter 1 “Outline of Your Company and Plant”

Chapter 2 “TPM Policies/Objectives and TPM Organization/Management”

Chapter 3 “Creative 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 Assessment

Agenda

5. Agenda

EX)

Times and contents listed are samples only.

Time		Description	Responsible Person	Location
09:00 - 09:40	40 minutes	Room Presentation <input type="checkbox"/> Contents <input type="checkbox"/>	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 <input type="checkbox"/> Content <input type="checkbox"/> <input type="checkbox"/>	Names	Assessment Venue
10:50- 11:10	20 minutes	Question and Answer		
11:10- 11:50	40 minutes	Room presentation <input type="checkbox"/> 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 <input type="checkbox"/> Content (Presentation / Q&A) <input type="checkbox"/>	Names	On-site
14:20- 14:30		Break		
14:30- 15:30		Onsite Presentation <input type="checkbox"/> 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		

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.**

4. Preparing documents for Assessment

Agenda

For an 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.

- 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.
- The date and time of the assessment will be determined in coordination with the TPM Awards Office.

For a 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. Allow plenty of time for questions and answers, at least 40 minutes total.

For an onsite 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.
- Even if the presentation sites are far apart, please adhere to the agenda time, taking into account the time required to travel between facilities. Also, please limit the number of cases to 10 or less. (In the case of using the old system)

For a breaks

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

For an 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 45 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 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				
	Individual Improvement				
On-Site Presentation	(cases)				
	(cases)				
	(cases)				

Comment	(name of assessor)				
	(name of assessor)				

4. Preparing documents for Assessment

Kaizen / Improvement Report

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 2024	OK
2					
3					
	Continue as required.....				

Report prepared by:
Name:
Signed:

5. Reference Documents

Arrangements for the Assessment

Arrangements for the Assessment

1) Travel

- Travel arrangements required for travel by assessors and assistant 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 country 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 assistant 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 work clothes for assessors.

5. Reference Documents

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.

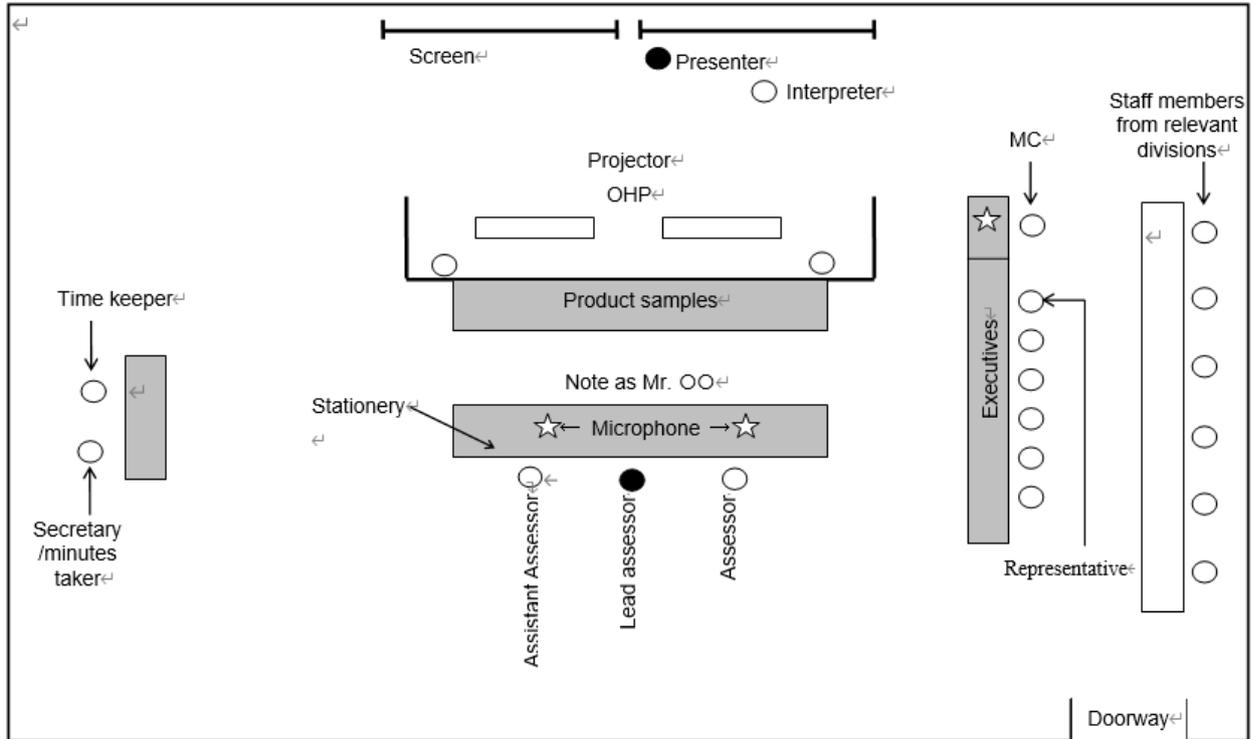
6) Presentation

- 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 1st stage assessment, please explain in detail the aim of introducing TPM.

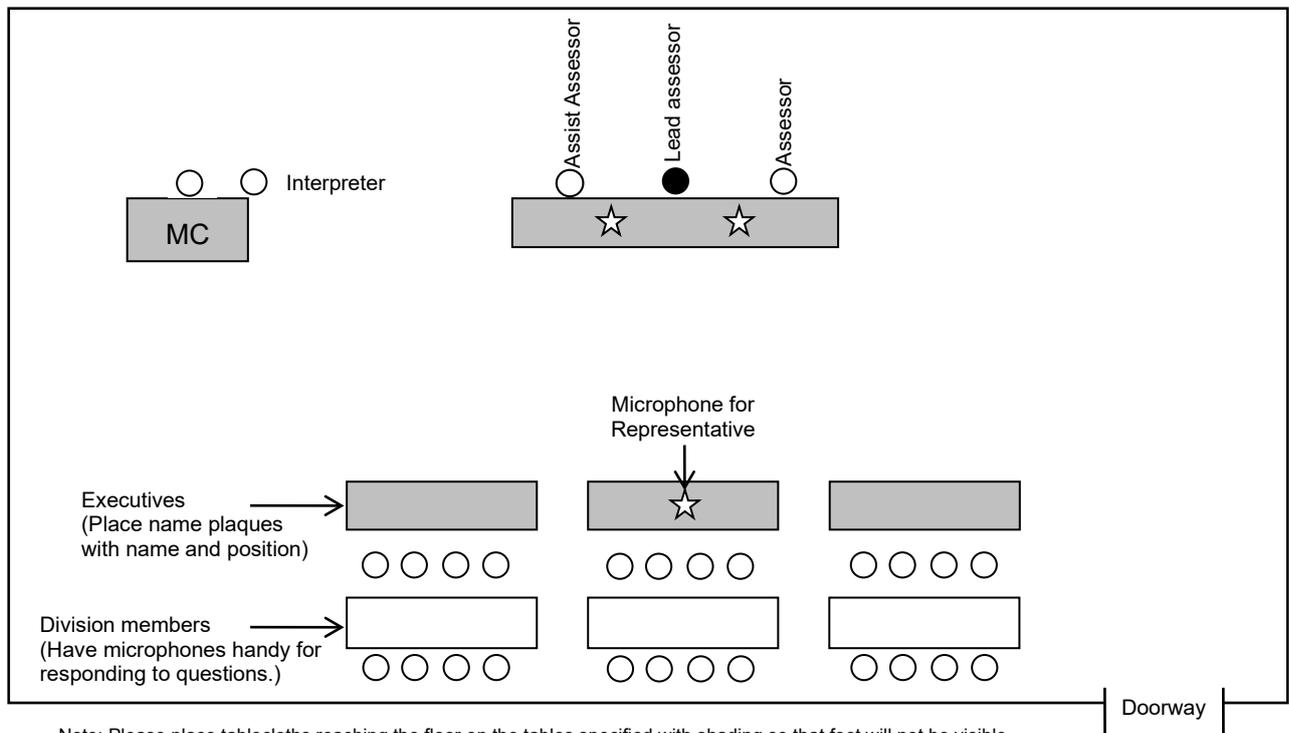
5. Reference Documents

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

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			
<u>Memo Notepads – Office Meeting Room Presentation</u>			[Date]
Theme	[Theme Title]	Presenter	[Name]
[Time]			
[Memo]			

SAMPLE

5. Reference Documents

EX2

Company Name and Logo

Memo Notepads – Onsite Presentation [Date]

Theme	<i>[Theme Title]</i>	Presenter	<i>[Name]</i>
<i>[Time]</i>			

[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.

An assessment team of two from JIPM, including an assessor, visit plant and give further advice.

[Fee]: 500,000 JPY per day + travel cost of two person

[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 web-page) at least 3 month before the request schedule.

* The schedule might be changed from the request. The schedule will be concluded in discussion after accepted Application Form.

* 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 (Category A or Category B). An assessment team of two from JIPM, including an assessor, will visit plant and check whether your activities meet the requirements for the assessment and point out any shortcomings.

[Fee]: 500,000 JPY per day + travel cost of two person

[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 web-page) at least 3 month before the request schedule.

* The schedule might be changed from the request. The schedule will be concluded in discussion after accepted Application Form.

* 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 **IMPORTANT**

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.

※The old and new system are available until 2026 TPM Awards.

You can find the self-checklist from below link.

https://jipmglobal.com/tpm/tpm_award/awards_introduction_en

- 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 C 1/2

Award for TPM Excellence (Old Category A/B) / Award for Excellence in Consistent TPM Commitment

Categories		Check Points
1	TPM Policies and Objectives	TPM policies are planned in relation between company policies and plant/factory policy.
		The relation between TPM target values and management target results are clear.
		The master plan is in an appropriate order as an action plan to achieve TPM.
		TPM policies and objectives are checked using methods such as benchmarking that all sections of PQCDsME are displayed corresponding to 8 pillars.
		TPM policies and objectives have been set forth and observed by all the departments and sections.
		The achievement status of TPM policies and objectives is available in a time line using objective data.
		Overlapping small groups, the TPM promotion committee, and other special committees are organized in a way that leads to TPM activities.
		TPM promotion units help facilitate TPM activities within departments/sections.
		Small groups on the front line have been vitalized.
		The achievement status of TPM objectives is confirmed and necessary actions are taken for unachieved indexes.
2	Focused Improvement	Focused Improvement issues and themes are set up in relation to TPM policies and objectives.
		Objectives are set forth for each subject of Focused Improvement, and contributions are being made clear by performance indexes.
		Terms and definitions are being made clear on production department losses and their elimination is being dealt with.
		A system is set up to analyze and understand the relationship between loss and cost using the loss map and loss tree methods.
		Improvement activities are being actively carried out, and contribution to the achievement index is clearly understood.
		A system to prevent recurrence of problems such as defects, breakdown, and short mechanical stalling is standardized.
		A system to apply cases of Focused Improvement horizontally is established.
		There are many cases of zero occurrences of defects, breakdown, and short mechanical stalling.
		Many necessary improvement measures, such as the QC method, Nazenaze analysis, and PM analysis, are used effectively and the custom of thinking with rationales and principles is being established.
		The results of improvement are being announced qualitatively and in terms of PQCDsME, and future issues and goals are clearly set.
3	Autonomous Maintenance	Autonomous maintenance achievement goals are set up using a step-by-step method.
		Achievement goals are appropriately assessed at each step by managers for progress and completion.
		Workplace/on-site visual boards, which show the status of activities, goals, accomplishments, and issues to be resolved, are in place.
		Actions are being taken to remove dirt, stains, scattered raw materials, oil leakage, etc. and to eliminate their cause.
		Cleaning, lubrication, bolt tightening, and inspections are performed perfectly and without fail, and thorough measures are taken for difficult-to-handle areas.
		Excellent storage procedures are in effect for tools and jigs, and cleaning is carried out routinely.
		Improvement proposals are made and implemented.
		A system to upgrade the skills of all employees is established with a skill evaluation chart, one-point lessons, and maintenance skill training, and is showing results.
		One-point lessons are available as training texts and are being used.
		Employee morale surveys and skill maps are used to confirm that all employees are working on workplace improvement with a sense of accomplishment.
4	Planned Maintenance	Goals for autonomous maintenance are set up in line with TPM policies.
		Duties for autonomous maintenance and planned maintenance are clearly defined and a mutual cooperative structure is established.
		Appropriate equipment diagnosis technologies are being put to use for predictive maintenance and deterioration checks, and TBM (time-based maintenance) and CBM (condition-based maintenance) are selectively used.
		Maintenance standards are in order and an appropriate maintenance calendar is created.
		Sudden breakdown has significantly decreased with thorough failure analysis and enhanced improvement maintenance; a system is set up for MP design information to accumulate and utilize the data.
		A system is set up and is being upgraded for professional maintenance skills such as repair skills, inspection skills, lubrication control skills, and failure analysis skills, for which a sufficient technical level has been reached.
		Spare parts, molds jigs, fixtures, measuring equipment, drawings, etc. are all stored as data.
		Maintenance information on the status of equipment deterioration, failure, equipment shutdown, maintenance man-hours, etc. is stored and utilized.
		Maintenance technology training is provided, and maintenance men are obtaining certification as equipment maintenance engineers.
		Maintenance costs are being adequately budgeted and controlled, and the maintenance cost ratio is monitored.
5	Quality Maintenance	Goals for quality maintenance are set up in line with TPM policies.
		Data are being accumulated for defect outflow and defect process, causes are being analyzed, and improvement goals are being set up.
		A system is structured to set up requirements for equipment that will not turn out defects, and maintenance control is performed appropriately.
		For quality defects, measures are taken to prevent recurrence from the aspect of 4M.
		Various analytical methods such as Pareto analysis, QM matrix, and PM analysis are effectively used at the appropriate stages.
		Based on fundamentals and principles, quality defects are being analyzed for cause.
		Measures aiming for zero occurrences of quality defects are showing results.
		A measure is set up to effectively and thoroughly applies the brakes on defect recurrence.
		A system is established to set up a quality maintenance system with figure 8 deployment.
		In order to reduce the defect rate caused by equipment, necessary training and research are moving forward.

6. Checklist

Checklist C 2/2

Award for TPM Excellence (Old Category A/B) / Award for Excellence in Consistent TPM Commitment

Categories		Check Points
6	Early Management	Goals for development and control of plants and products are set up in line with TPM policies.
		Items of development and control of plants and products and their standards are clear and the progress is monitored.
		In product and plant development management, a system that extracts the origin of problems in design review and debugging is fully functioning.
		The structure generating loss for product development management is clear and improvement measures are put in place.
		The MP design approach and the implementation of equipment, molds, jigs, and fixtures are both systemized.
		An information feedback system for MP design is in place.
		Economic comparison and risk analysis of plant investment plans are carried out appropriately for the cash flow base.
		A design method based on assessment standards for ease of production is introduced.
		Initial phase control is being exercised on new products and equipment, and there is a positive case.
		There is a case in which development of new technology and processing has led to the development of new products and equipments.
7	Education and Training	Goals for training programs are qualitatively set up.
		Important themes for the training programs are interlinked with the future plans of the company.
		A systematic training program for each job and rank is established with employees having a full understanding of the required knowledge and skills for each job and rank.
		A training curriculum and lecturers are available based on the training system, and appropriate training is provided.
		Effective training programs are set up for managers, staff members, operators, and maintenance workers.
		A place for maintenance skill training is provided and utilized for professional maintenance training and operator training, making it possible to carry on the skills.
		OJT training programs are fully functioning leading to the upgrading of skills for all staff members and progress in multi-skilled worker training.
		Staff members are actively working to obtain certification as autonomous maintenance engineers and equipment maintenance engineers.
		Employee satisfaction and the status of motivation are quantitatively analyzed and measures are in place for their enhancement.
Results from the human resources program are being fed back to TPM activity, and achievement is understood.		
8	Improvement of the Administrative and Indirect Departments	Goals for Improvement of the Administrative and Indirect Departments are set up in line with TPM policies.
		By supporting the efficacy of production activity and improvement of supplier activity, the product inventory and goods in process have been reduced.
		Losses by the Improvement of the Administrative and Indirect Departments are accurately measured.
		Significant reduction in man-hours has led to a reduction in overtime and work on holidays, which has reduced fixed administrative costs.
		A multi-disciplinary and multi-skill approach has moved forward, and man-hours for different departments are becoming equal.
		Morale is being enhanced in the Improvement of the Administrative and Indirect Departments.
		The office supply inventory is kept at a minimum and the office environment is improved.
		An information system is being structured and a system is set up for quick and accurate information transmission.
		Each department is dealing with reducing costs incurred from operations and overall cost reduction is improving.
A system to carry over the skills required for sustainable operation maintenance is in place.		
9	Safety, Health, and Environment	Safety, sanitation, and environment control policies are well defined, improvement targets are set for reduction in waste and emissions, etc.
		Past cases of labour accidents and plant disasters have been scientifically analyzed, and action has been taken to prevent recurrence.
		The Industrial Safety and Health Law is being complied with and the work environment (noise, vibration, dust, light, etc.) meets the legal standards.
		A risk analysis hazard map of the entire plant has been created, and the safety inspection manual is in order and is being audited.
		Safety awareness improvement activities take place regularly with near accident, KY and other measures.
		An emergency manual is in place, protective equipment and lifesaving equipment are ready to use, and emergency drills are being executed.
		Safety devices such as safety covers, safety nets, safety signage, and foolproof disaster prevention measures are appropriately prepared.
		Safety assessment is enforced before introducing new equipment and/or process.
		Results from improvement activities have led to energy and resource conservation.
Environmental measures such as risk management and waste management are being considered, moving forward targeting zero emissions and reduced environmental load.		
10	Effects and Evaluation of TPM	The level of achievement for the TPM goal is being assessed, and cause analysis is being carried out for its achievement or non-achievement.
		Objectives are being met in terms of overall equipment effectiveness, sporadic breakdowns, minor stoppages, and defective product indexes.
		Prominent results have been obtained in reducing process defects and customer complaints.
		The product inventory and works in process have been drastically reduced in comparison to before TPM introduction.
		A record of zero accidents and zero pollution is continuing.
		Product cost is reduced, and cash flow is improved.
		Achievement is seen that contributes to the operation profit improvement.
		TPM cost/benefit analysis is in order.
		High worker morale and a stimulating working environment are in place as an intangible benefit of TPM activities.
Problems that remain unsolved in connection with TPM activities are being clearly recognized and concrete action plans are being envisioned.		

6. Checklist

Checklist B 1/2

Special Award for TPM Achievement

Categories		Check Points
1	TPM Policies and Objectives	As premises for the fulfillment of corporate social responsibility (CSR), the corporate vision is clearly defined for business growth in the 21 st century.
		TPM policies are planned in relation between company policies and plant/factory policy.
		TPM policies and objectives are checked using methods such as benchmarking that all sections of PQCDSME are displayed corresponding to 8 pillars.
		A TPM target value is established in line with management results, and a system is set up to quantitatively evaluate the progress of activities.
		The achievement status of TPM policies and objectives is available in a time line using objective data.
		The achievement status of TPM objectives is confirmed and necessary actions are taken for unachieved indexes.
		Distinctive and innovative TPM activities are exercised fusing the market needs and seeds of the company.
2	Focused Improvement	Each loss from equipment, procedure, operation, unit requirement, and management are being exposed along with the flow of materials and information, and improvement issues are prioritized according to the level of importance.
		Thinking and procedures for zero-loss are thoroughly implemented.
		Human-machine systems are completed in line with management objectives.
		Efforts are made to set up easy-to-operate equipment.
		There are many improvement cases that directly connect to management.
		Focused Improvement issues and themes are set up in relation to TPM policies and objectives.
		A system is set up to analyze and understand the relationship between loss and cost using the loss map and loss tree methods, and achievement is seen.
		A system to prevent recurrence of problems such as defects, breakdown, and short mechanical stalling is standardized aiming for zero occurrences.
		A system to apply cases of Focused Improvement horizontally is established and results are being achieved.
The results of improvement are announced qualitatively and in terms of PQCDSME, and future issues and goals are clearly set.		
3	Autonomous Maintenance	Autonomous maintenance is established and the improvement structure is moving forward.
		Small-group activities have been revitalized and specified achievements are gained.
		Kaizen proposals are made actively and the contents are at a high level.
		Continued level improvement training is provided for maintenance skills.
		The achievement target for autonomous maintenance is shown in steps, and there is a system established to diagnose the progress and completion showing results.
		Actions are being taken to remove dirt, stains, scattered raw materials, and oil leakage, etc. and to eliminate their cause.
		Cleaning, lubrication, bolt tightening, and inspections are performed perfectly and without fail, and thorough measures are taken for difficult-to-handle areas.
		A system to upgrade the skills of all employees is established with a skill evaluation chart, one-point lessons, and maintenance skill training, showing results.
4	Planned Maintenance	Computerized systems are being successfully used for the purpose of spare parts control, maintenance cost control, maintenance information, etc., showing results.
		The concept of optimal maintenance cost is being effectively applied.
		Equipment diagnostic techniques are steadily being applied and are showing results.
		Equipment is set up for easy autonomous maintenance.
		A number of cases are available that demonstrate excellent results of corrective maintenance.
		Goals for planned maintenance are set up in line with TPM policies and their progress is being monitored.
		Duties for autonomous maintenance and planned maintenance are clearly defined and a cooperative structure among operators and professional maintenance men is established, showing results.
		Sudden breakdown is significantly decreased with thorough failure analysis and enhanced maintenance; a system is set up for MP design information to accumulate and utilize the data showing results.
		A system is set up and is being upgraded for professional maintenance skills such as repair skills, inspection skills, lubrication control skills, and failure analysis skills.
A system is set up and is being upgraded ensuring the accumulation of maintenance information such as the status of equipment deterioration, failure, equipment shutdown, maintenance man-hours, etc.		
5	Quality Maintenance	The 4M requirement for quality assurance is clearly defined and duty segregation for each pillar and collaborative issues are noted.
		Details of manufacturing procedures are traceable.
		A system is structured to realize a facility that will not send out defects.
		A system is structured to set up and manage operations and work requirements that will not send out defects.
		A production line with zero defects is available.
		Quality maintenance goals are established in line with TPM policies and progress is monitored.
		Based on fundamentals and principles, quality defects are being analyzed for their cause.
		A measure is set up to effectively and thoroughly applies the brakes on defect recurrence.
		A system is established to set up a quality maintenance system with figure 8 deployment.
In order to reduce the defect rate caused by equipment, necessary training and research are moving forward.		

6. Checklist

Checklist B 2/2

Special Award for TPM Achievement

6	Early Management	Systems are in effect for the development and control of plants and products; results have been achieved.
		Systems are in effect for economic comparison and risk analysis of plant investment alternatives.
		Systems are in effect for MP design and MP information feedback.
		A number of cases are available for easy-to-make products and easy-to-use equipment.
		Plants and products have been developed that achieve high-level customer satisfaction.
		Management items and standards are clearly defined for product and plant development management, goals are set in line with TPM policies, and progress is being monitored.
		In product and plant development management, a system that extracts the origin of problems with design review and debugging is fully functioning.
		The MP design approach and implementation in equipment, molds, jigs, and fixtures are all systemized and an information feedback system for MP design is in place.
		Initial phase control is being exercised on new products and equipment, and it is producing a positive result.
A system that connects the development of new technology and processing to the development of new products and equipments is in place and specific cases are available.		
7	Education and Training	The training environment, curriculum, and tools are in order for the improvement of knowledge, skills, and techniques.
		Internal TPM instructors have been trained and appointed.
		All company staff members eligible for certified maintenance specialist have taken the examination, with a high passing rate.
		The criteria for training assessment are in good order and are proving conducive to operator vitalization.
		A challenging training program is in good order providing a comfortable workplace.
		Goals for training programs are qualitatively set up and important themes for the training programs are interlinked with the future plans of the company.
		A systematic training program for each job and rank is established with employees having a full understanding of the required knowledge and skills for each job and rank, showing results.
		A place for maintenance skill training is provided and utilized for professional maintenance training and operator training, increasing the ability to carry on skills.
		OJT training programs are fully functioning and lead to the upgrading of skills for all staff members, improving multi-skilled worker training.
Results from the human resources program are being feed back to the TPM activities and system to verify that achievement is moving forward.		
8	Improvement of the Administrative and Indirect Departments	People-friendly, pleasant offices are in place.
		Actions are being taken to provide shorter work hours and care of senior workers.
		Effective support is being rendered to production departments to improve operation efficiency.
		Cost control is in effect for each product.
		Work improvement is being aggressively pursued, and concrete results are being obtained.
		Improvement goals for Improvement of the Administrative and Indirect Departments are in place in line with TPM policies and progress is being monitored.
		By supporting the efficacy of production activity and improvement of supplier activity, the product inventory and goods in process have been reduced.
		Losses by the Improvement of the Administrative and Indirect Departments are accurately measured, significant reduction in operation man-hours is achieved, and indirect fixed costs are reduced.
		Information is being transmitted quickly and accurately, and information needed is available on demand.
A system to carry over the skills required for sustainable operation maintenance is in place.		
9	Safety, Health, and Environment	Company policies regarding safety and the environment are being observed in every area of company operation.
		Human contact is being aggressively pursued on production floors.
		Work environment protection (noise, odor, light, etc.) is in effect.
		Zero accidents and zero pollution are being pursued in an effort to create a globally friendly plant.
		Safety, sanitation, and accident prevention are all being handled adequately.
		Safety, sanitation, and environment control policies are well defined; improvement targets are set for reduction of waste and emissions, etc., and progress is being monitored.
		Past cases of labor accidents and plant disasters have been scientifically analyzed, and action has been taken to prevent recurrence.
		A risk analysis hazard map of the plant has been created, the safety inspection manual is in order, and safety patrols are being made.
		Safety assessment is enforced before introducing new equipment and/or process.
Environmental measures such as risk management and waste management are being considered, moving forward targeting zero emissions and reduced environmental load.		
10	Effects and Evaluation of TPM	TPM activities are in place with a goal-oriented emphasis.
		The level of achievement for TPM goals is being assessed, and cause analysis is being carried out for its achievement or non-achievement.
		Objectives are being met in terms of overall equipment effectiveness, sporadic breakdowns, minor stoppages, and defect product indexes.
		Prominent results have been obtained in reducing process defects and customer complaints.
		The product inventory and works in process have been drastically reduced in comparison to before TPM introduction.
		A record of zero accidents and zero pollution is continuing.
		Product cost reduction, cash flow improvement, and achievements leading to operating profits are showing.
		High worker morals and a stimulating working environment are in place as an intangible benefit of TPM activities.
Problems that remain unsolved in connection with TPM activities are being clearly recognized and concrete action plans are being envisioned.		

6. Checklist

Checklist A

Advanced Special Award for TPM Achievement

Categories		Check Points
1	TPM Policies and Objectives	As premises for the fulfillment of corporate social responsibility (CSR), the corporate vision for business growth is defined and open management takes place based on the roadmap.
		With distinctive and innovative TPM activities fusing market needs and corporate seeds, restrictions hindering product cost reduction and loss are being thoroughly eliminated.
	Important Themes	
2	Focused Improvement	Loss hindering product cost reduction is accurately extracted, with the participation of all departments, including sales, development, production, distribution, and management.
		Loss from product cost is being categorized in line with the flow of materials and information, and activities in each department and section and activities surpassing departments and sections are clarified to achieve zero-loss.
		Cost effectiveness is being considered for improvement, and methods appropriate for loss items are being effectively used.
		Many zero-defect and zero-breakdown lines are created with improvement measures, and there are many cases of reduction in non-value-added processes.
		New technologies and processes are being developed that can be boosted in the industry.
3	Autonomous Maintenance	Steps for autonomous maintenance are evolving to the point that autonomous management is being implemented.
		Training to upgrade maintenance skills continues to be provided, with skill level goals being upgraded and reaching a high level.
		The autonomous maintenance percentage has been heightened to reach goals by involving a part of the professional maintenance operation.
		All staff members are flexibility dealing with new equipment, products, and processes, and are working for workplace improvement.
		Improvement proposals are actively made, leading to a cheerful, safe, and pleasant workplace.
4	Planned Maintenance	Computers are effectively utilized to provide good results for spare supply management, maintenance fee management, and maintenance information management.
		Methods, tools (measuring instruments, sensors), and evaluation methods for facility analysis are being systemized.
		Ex post facto, regular, prognostic, and improvement maintenance are differentiated in consideration of appropriate maintenance fees, and are effectively implemented.
		The facility makes autonomous maintenance easy to handle.
		With improved maintenance, measures for zero breakdown and defects, and conservation of resources and energy, are implemented and there are many cases that produce effects for product cost reduction.
5	Quality Maintenance	The 4M requirement to ensure quality is clearly defined, role sharing by each pillar is accomplished, and collaboration issues are specified to prevent defect occurrence and outflow.
		A structure and facility that prevent material defects, and establish and manage operation and work requirements, are set up and are showing results.
		It is possible to track down material procurement, manufacturing, and distribution records for each product, enabling easy pinpointing of causes of defect generation and outflow, making it possible for improvement measures to be taken immediately.
		Quality maintenance at the mass production stage is in effect.
		Systems are in effect for zero-defect production.
6	Early Management	A cross-functional system and information network is organized for development management by sales, development, designing, trial production, manufacturing, and distribution departments.
		Evaluation is performed in new facility development for product cost-saving benefit, operability, maintenance, safety, environmental load, and LCC.
		LCA is introduced in the development of new products.
		CAE and 3D-CAD simulation technology is used at the development stage progressing in non-test production.
		In view of the market lifespan of a product, a percentage-of-sale goal value is set up for new products, and the goal is being met.
		Product development with high customer satisfaction is taking place with intellectual property rights, such as patent applications, being obtained.
7	Education and Training	Necessary technology and skills, core and detailed, are being systemized, and training programs are installed and provided in steps according to job and position.
		Training programs are established in line with corporate renovation, and employees are improving in the technological and skill aspects of their positions.
		Training is provided to foster human resources that can comprehensively manage cross-functional organization for development.
		The criteria for training assessment are in good order and are proving conducive to operator revitalization.
		The number of certified equipment maintenance engineers is increasing.
		The training provided, which is firmly established, inspires motivation, purpose, and ease.
8	Improvement of the Administrative and Indirect Departments	A management control system is established that connects related departments such as the sales and distribution departments.
		A system is established for product cost control for each product in line with the flow of materials and information.
		A support system is established that leads to the optimization of the overall production process.
		Improvement measures are actively installed for operation contents and are showing results.
		A project is actively deployed for time reduction with significant efficacy of operation.
		The workplace is made kind and pleasant by taking time reduction measures and giving consideration to senior staff members.
9	Safety, Health, and Environment	Company policies regarding safety and the environment are being observed in every area of company operation.
		Considerations are made for sound human relationships in the workplace and employee satisfaction surveys are carried out regularly.
		Training is systematically provided for safety assurance, environmental conservation, and disaster measures.
		Workplace safety, environmental conservation, and disaster measures are evaluated when new technology, equipment, or products are being introduced.
		Waste and emissions are being controlled with yield enhancement and energy source improvement.
		The work environment is becoming pleasant to its workers with workplace environmental protection (measures for noise, odor, and light), sanitary measures, and health checkups.
10	Effects and Evaluation of TPM	TPM activities are in place with a goal-oriented emphasis.
		Through continuation of TPM activities, applied goals are being met.

6. Checklist

Checklist S

Award for World-class TPM Achievement

Categories		Check Points
1	TPM Policies and Objectives	As premises for the fulfillment of corporate social responsibility (CSR), the corporate vision for business growth is defined and open management takes place based on the roadmap. Fusing market needs and corporate seeds, creative world-class TPM activities take place giving birth to innovative products and manufacturing methods.
2	Focused Improvement	Company-wide backbone technologies such as product quality improvement, reliable equipment, process streamlining, ease of operation, production efficiency, speeding up of information processing, and efficient distribution are being theoretically systemized and utilized in relation to the flow of funds, materials, and information. Processing and reaction phenomena, the core of production, are being visualized and monitored by visual images, sensors, and simulations, aiming to enhance product quality. An innovative plant and production system that can flexibly respond to new product manufacturing and small-volume production of multiple items are established. Profit planning is established with product value enhancement and reduction of prime cost. Review of loss is being performed regularly and zero-loss activity has been established.
3	Autonomous Maintenance	Autonomous plant maintenance is evolving into autonomous production maintenance, and into autonomous production management, thereafter developing into company-wide autonomous management. Systemized maintenance training has been established to gain skills, and achievements have been made. Innovative activities and suggested activities directly related to company management are producing achievements. A friendly and comfortable workplace exists. Autonomous maintenance is taking place with commitment and a sense of ownership.
4	Planned Maintenance	The relationship between facility function and component parts is systematically understood, leading to effective weakness improvement, the specification of sections prone to produce defects, and the establishment of a maintenance time cycle. Deterioration of the facility is categorized as regular and irregular deterioration based on facility structure and load history, for which measures are taken to prevent breakdown and accidents. Measurement and sensor technology for facility analysis is being upgraded, and the maintenance period, cycle, and area are determined with a high degree of accuracy. With the improvement in the planned maintenance technology, measures to prevent recurring breakdown are established and the facility is improved for ease of autonomous maintenance. The system and concept of optimal maintenance is completed in comprehensive consideration of the 4M requirements. Facility maintenance is systemized and implemented from the perspective of the production system.
5	Quality Maintenance	Unified control of materials, purchasing, specifications, design, manufacturing, and distribution data has been developed, with which quality can be guaranteed, and has become a source of pride for the company in its industry. A system is established to swiftly obtain information on defective products and immediately utilize the information in the production process and company-wide operations. Quality maintenance is implemented for new product development. Zero customer complaints and zero defects are standardized and are being achieved. The structure is systemized to avoid defects and, at the same time, continuous feedback concerning quality improvement is leading to learning opportunities.
6	Early Management	New product development and technological development are taking place through strategic alliances. Internal and external technologies and market information are being managed in unification and utilized in the establishment of development themes for products and equipment. Development in consideration of the product lifecycle management (PLM) of products and equipment is taking place and a management system for the development is established. A cross-functional system is organized for product and equipment development by planning, designing, manufacturing, distribution, and marketing departments. A mutual relationship between product development and equipment development is fully considered. There are many cases that show examples of user-friendly and environmentally gentle product design and development. Innovative products that can be boosted in the industry are being developed.
7	Education and Training	The thinking that a company stands on its people is being established and implemented. An ideal of training has been developed individually among employees with different jobs and positions, and training is provided systematically. Training is provided to foster human resources that can comprehensively manage cross-functional organization for development. A training program is available for young and mid-level employees aiming to foster managers with an understanding of management, sales, finance, development, technology, and skills. Systemization and technological improvement of skilled workers is being done through cooperation from individuals exceeding the pillars of TPM activities. TPM training is provided at cooperative companies and other plants/factories, leading them to the level for assessment. The number of certified maintenance specialists (highest level) is increasing. The results of TPM implementation are periodically presented and experiences are exchanged with other plants for the purpose of mutual development.
8	Improvement of the Administrative and Indirect Departments	A consolidated system is established ahead of the industry that organizes management resources (people, things, funds, information). Major operation processes are defined and continued process improvement is taking place with the operation inventory. An SCM system is established that is consistent in terms of procurement, manufacturing, sales, and distribution. Reform of the operation content is performed appropriately. Use of a comprehensive system is leading to a stronger relationship with related and cooperating companies. Expansion in ROA is further progressing with downsizing. The workplace has become kind and pleasant to its employees. Considerations are made for part-time and senior workers, increasing the pleasantness of the workplace. Evaluation is performed on 4 levels of satisfaction (4S: CS, ES, SS, GS) and specific activities are deployed.
9	Safety, Health, and Environment	Sufficient consideration is given to health and safety issues. Physically demanding labor has been automated and a user-friendly assembly line is being structured. Basic thinking on environmental conservation is clarified and regional environment assessment is being performed for new business development. In addition to the realization of a safe and sound workplace, contributions are made for the realization of a safe and sound community. Steady reform is taking place for the realization of a resource-recycling production factory. Exchange activities take place with the local community.
10	Effects and Evaluation of TPM	TPM activities are in place with a goal-oriented emphasis.

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.

- Progress at the time of application.
- Based on the number of target equipment established at the time of TPM introduction.

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>

※The above is the status at the time of application. 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.

Contact Details

Send all application documents and inquiries to:

TPM Awards Office

Japan Institute of Plant Maintenance

Jimbocho SF III 5F, 3-3 Kanda-Jimbocho,

Chiyoda-ku, Tokyo, 101-0051, Japan

E-mail: TPMAWARDS@jipm.or.jp

TEL: +81-3-6865-6081