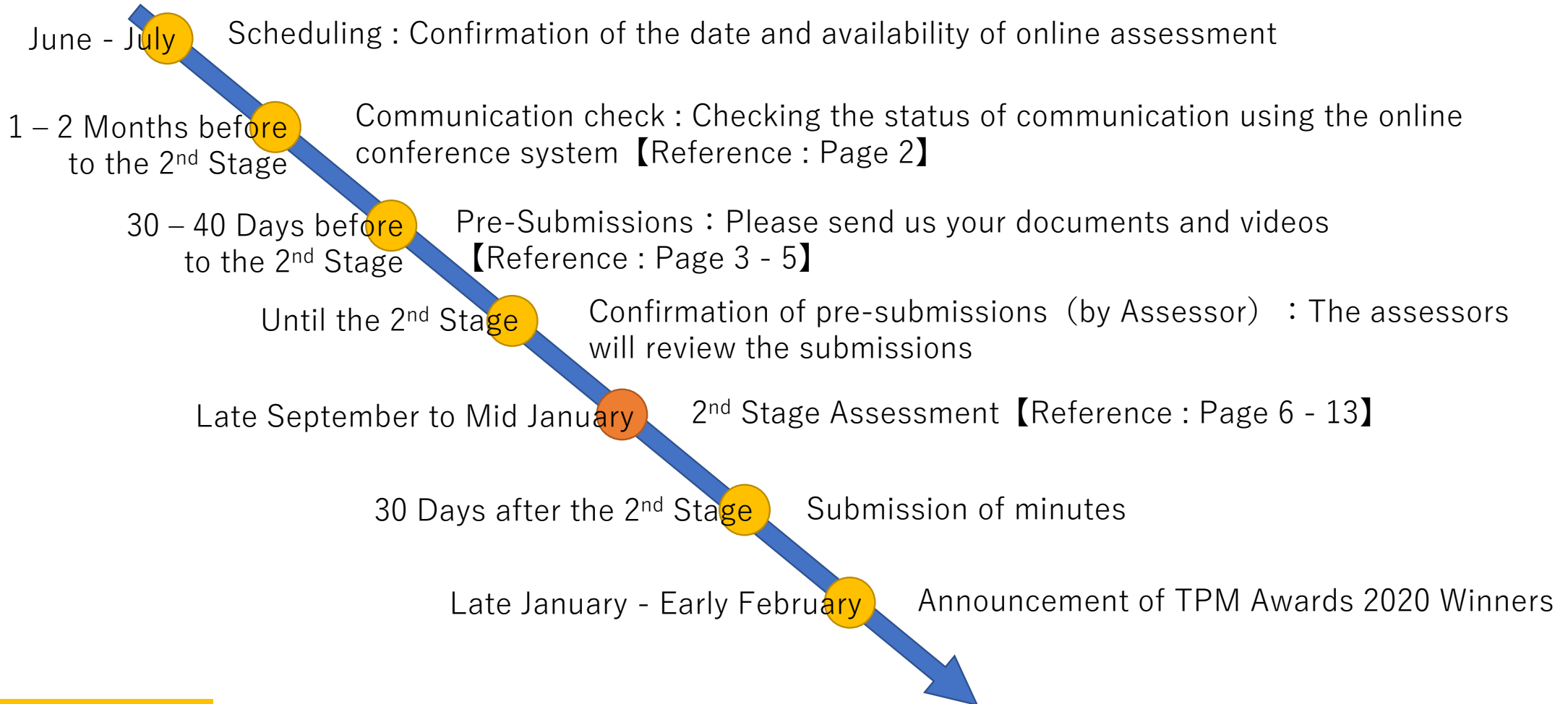


Online Assessment Operation Guide 2021 Tentative ver.*

* This guide is tentative information. We will notify you again when the official decision to conduct the Online Assessment has been made.



1. TPM Award 2021 2nd Stage Online Assessment Process



Tentative Info

2. Communication check

- One to two months before the 2nd Stage Assessment, we connect plant and TPM Award Office online to check the status of communication.
- We will use the same online conference system as on the day of the assessment. We will check that the video and audio can be communicated from your conference room and the site.
 - < Check items >
 - Camera footage (conference room, on-site)
 - Audio footage (conference room, on-site)
 - Data sharing (PPT, video, etc.)
- Online conference systems that can be invited by JIPM are ZOOM and WEBEX. Your company can also be the host, including the use of another system. If so, please note that free accounts may have a limited connecting time.
 - > ZOOM <https://zoom.us/>
 - > WEBEX <https://www.webex.com/>
- Assessment date and systems to be used will be arranged in advance (Including which one will be the host).

3. Pre-Submissions

- Please submit the following items 1) to 5) to the TPM Awards Office at least 30 to 40 days before the 2nd Stage Assessment.
 - 1) TPM Activity Report (4 books + 2 CDs) : 40 days before the 2nd Stage Assessment
 - > The Activity Report must reflect the points made by the assessors (on 1st Stage) and the results of your activities (after 1st Stage).
 - 2) Kaizen/Improvement Report (PDF file) : 40 days before the 2nd Stage Assessment
 - > Preparing an action plan in response to the assessors' pointed out.
 - 3) Answer Sheet for 1st Stage Assessment Questions (PDF file) : 40 days before the 2nd Stage Assessment
 - > Answers to questions from the assessors on 1st Stage
 - 4) Assessment Agenda (PDF file) : 30 days before the 2nd Stage Assessment
 - > See appendix (Assessment Agenda_sample_EN).
 - > The secretariat will check your Agenda and adjust the schedule for the day if necessary.

5) Online Assessment presentation materials (Data files) : 3 weeks before the 2nd Stage Assessment

① Presentation data for Room Presentation (A Schedule)

1- PPTs with audio or telop (notes), or video data

* Whenever possible, the voice should be in Japanese, or with a Japanese (or English) translation.

② Presentation data for Onsite Presentation (B Schedule)

1- PPTs with audio or telop (notes), or video data

* Whenever possible, the voice should be in Japanese, or with a Japanese (or English) translation.

2- Actual video of the equipment being presented

(So that we can see the improvement points and the movement of equipment)

③ Video of the manufacturing process

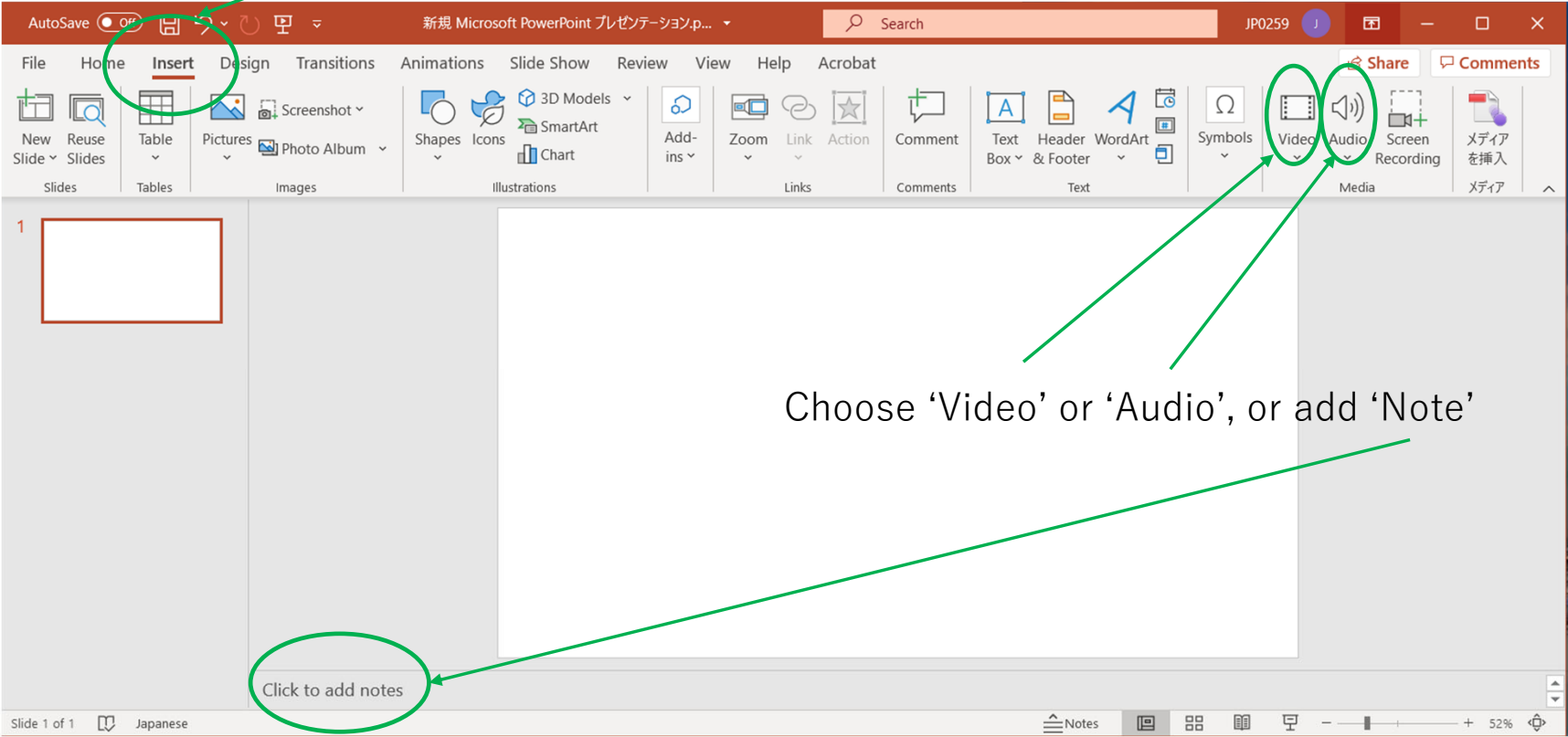
(For understanding the equipment used and the manufacturing process.)

* You can use same video if it was submitted in the 1st Stage.

◇ We will let you know at least 3 days prior to the assessment if there are any additional materials we would like you to prepare once the assessors have reviewed the above

Reference. How to add video, audio and telop (notes) to PPT

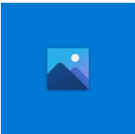
Choose 'Insert'



Choose 'Video' or 'Audio', or add 'Note'

Click to add notes

Or, you can also easily edit 'Microsoft Photo (Video Editor)'.



Before Assessment

30 days prior to 2nd Stage Assessment

Presentation



Presentation Data (PPT)
with Explanation Voice

or



Explanation Video

+



Presentation Data

Contents

- Room presentation (A Schedule) : Page 4 ①-1
- Activity case presentation (B Schedule) : Page 4 ②-1

On-site



Video Data

Contents

- Video footage of actual equipment of activity case : Page 4 ②-2
- Video footage showing the process flow : Page 4 ③

Tentative Info



MAIL
Sharepoint
Google Drive
etc ...



*Assessors will confirm
presentation before
Online Assessment*

4. The day of 2nd Stage Assessment

JIPM does not store any video/documentation shared through the online conference system (except for pre-sending data). It will not be used for any purpose other than for on-the-spot viewing by assessors.

- The 2nd Stage Assessment will consist of three parts: Room Presentation, Onsite Presentation and Feedback. Please refer to the appendix (Assessment Agenda_sample_EN) for details on how the schedule is organized.
- Room Presentation (A Schedule)
There will be explanation of the entire manufacturing process, presentation of each chapter of the Activity Report, and question and answer session. You can provide supplementary explanations for the data you sent us in advance, if necessary.
The assessors have reviewed the Activity Report and the submissions in advance. Based on that, we will focus on a question and answer session.

< Installation of equipment >

- PC : For conference system. You will also share materials with us.
*Wired LAN connection is recommended.
- Camera : Please provide a camera to connect to the conference system. It will capture your explanations and answers to questions. You can use a built-in PC or tablet.
- Microphone : Provide a microphone that can be connected to your conference system. This is to pick up the audio of your explanations and answers to questions. You can use built-in PC or tablet. However, if more than one person is speaking, we recommend that you use equipment with excellent sound collection capabilities.

- Onsite Presentation (B Schedule)

There will be presentations of specific activities and question and answer session.

Provide supplementary explanations for the data you sent us in advance, if necessary.

The assessors have reviewed the submissions in advance. Based on that, we will focus on a question and answer session.

If possible, please have a camera on-site and follow the assessors' instructions. (2 Cameras)

< Installation of equipment >

- PC : For conference system. You will also share materials with us.

*Wired LAN connection is recommended.

- Camera ① : Please provide a camera to connect to the conference system. It will capture your explanations and answers to questions. You can use a built-in PC or tablet.
- Microphone ① : Provide a microphone that can be connected to your conference system. This is to pick up the audio of your explanations and answers to questions.
A built-in PC or tablet is fine. However, if more than one person is speaking, we recommend that you use equipment with excellent sound collection capabilities.
- Camera/Microphone ② : If possible, please prepare a camera and microphone to capture the scene in real time. Since it needs to be connected to the conference system, it is recommended to use a PC, tablet, or smartphone with a built-in camera.
* Since it depends on the on-site environment (communication environment, bring-in restrictions, filming restrictions), camera preparation is not mandatory on the day of the assessment. However, a video of the equipment is required for presentation.

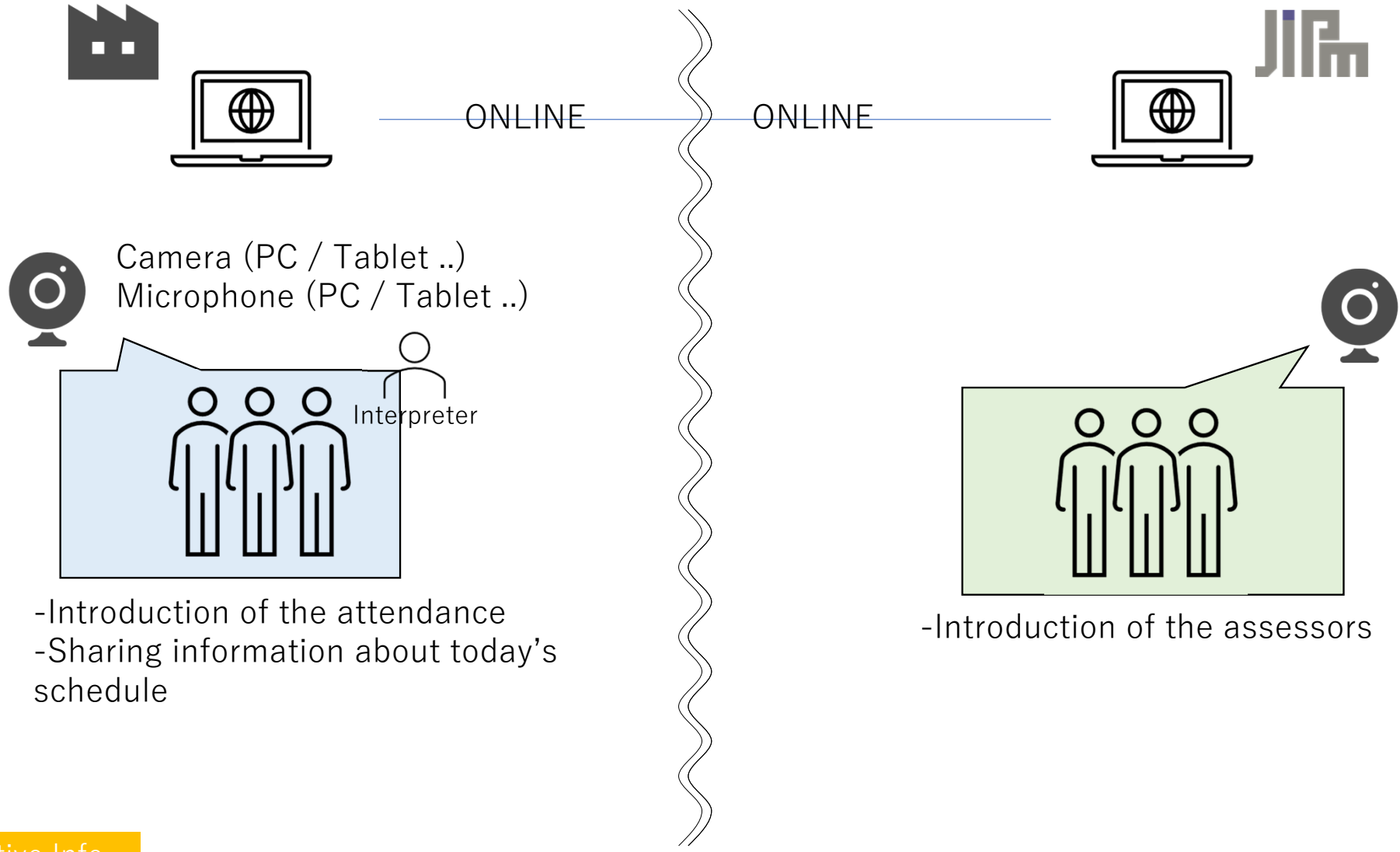
- Feedback

After Room Presentation and Onsite Presentation, the assessors will provide feedback on their evaluation and findings.

< Installation of equipment >

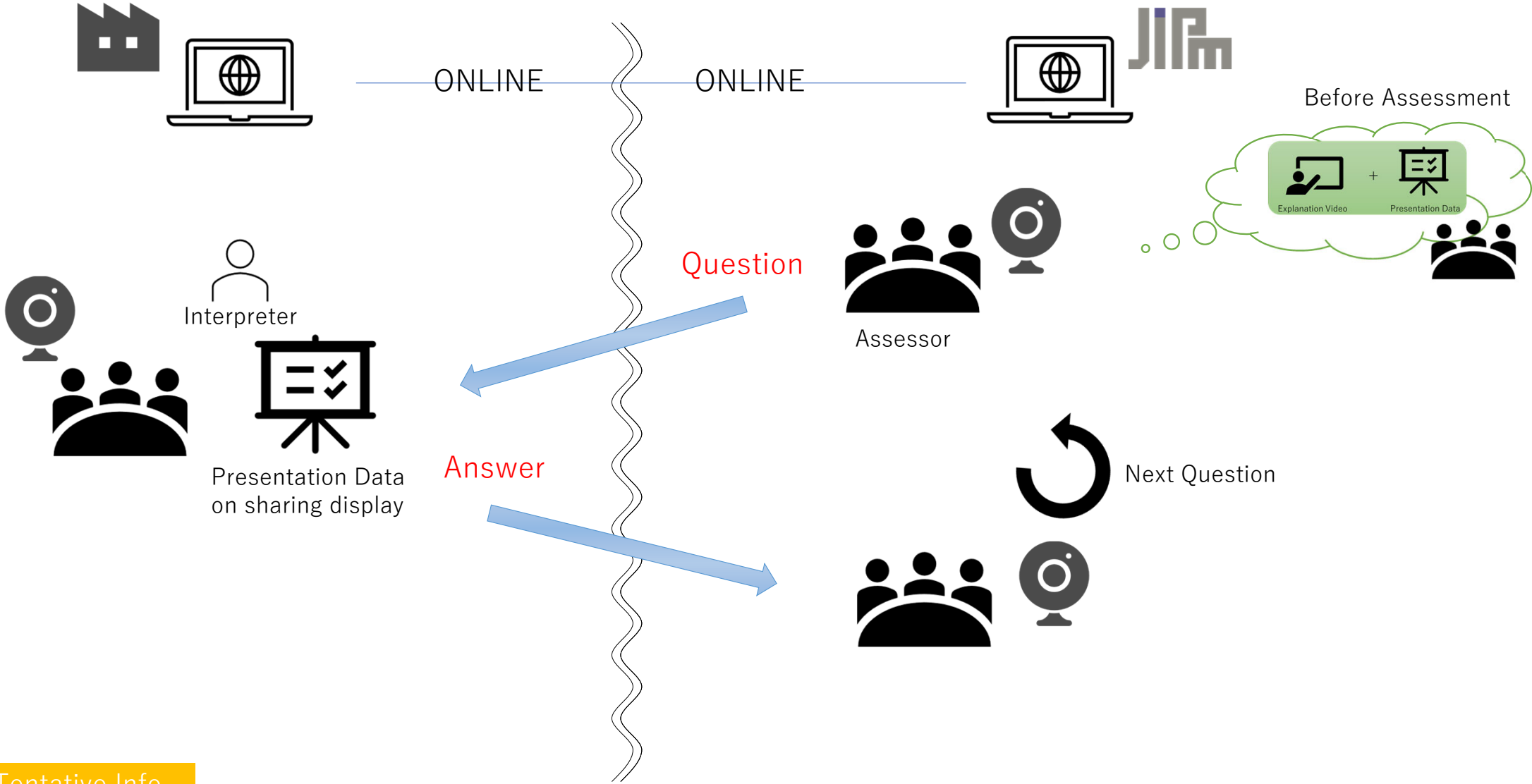
- PC : For conference system. *Wired LAN connection is recommended.
- Camera : Please provide a camera to connect to the conference system. You can use a built-in PC or tablet.
- Microphone : Provide a microphone that can be connected to your conference system. You can use built-in PC or tablet. However, if more than one person is speaking, we recommend that you use equipment with excellent sound collection capabilities.

Introduction –A Schedule

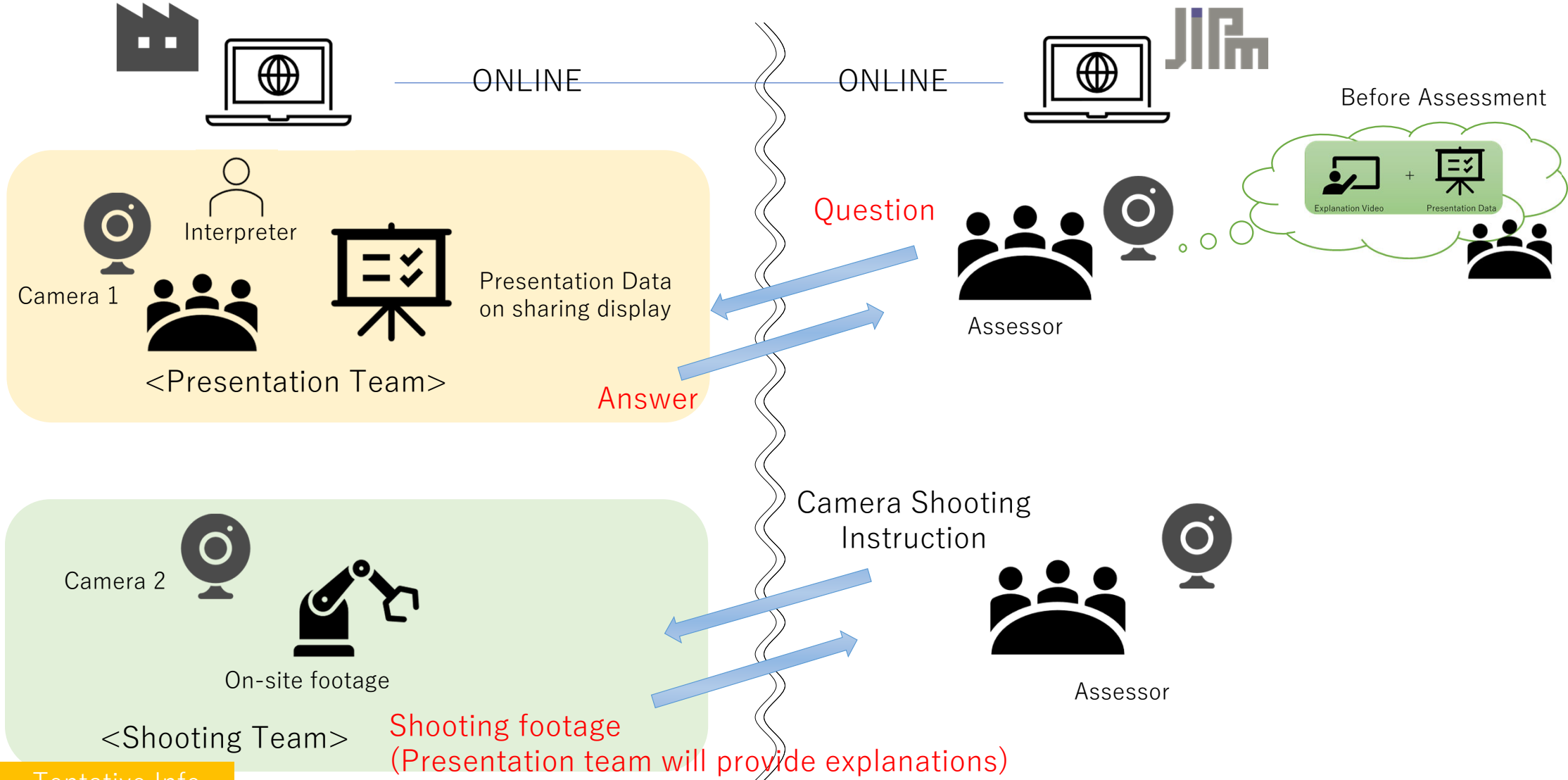


Tentative Info

Room Presentation –A Schedule

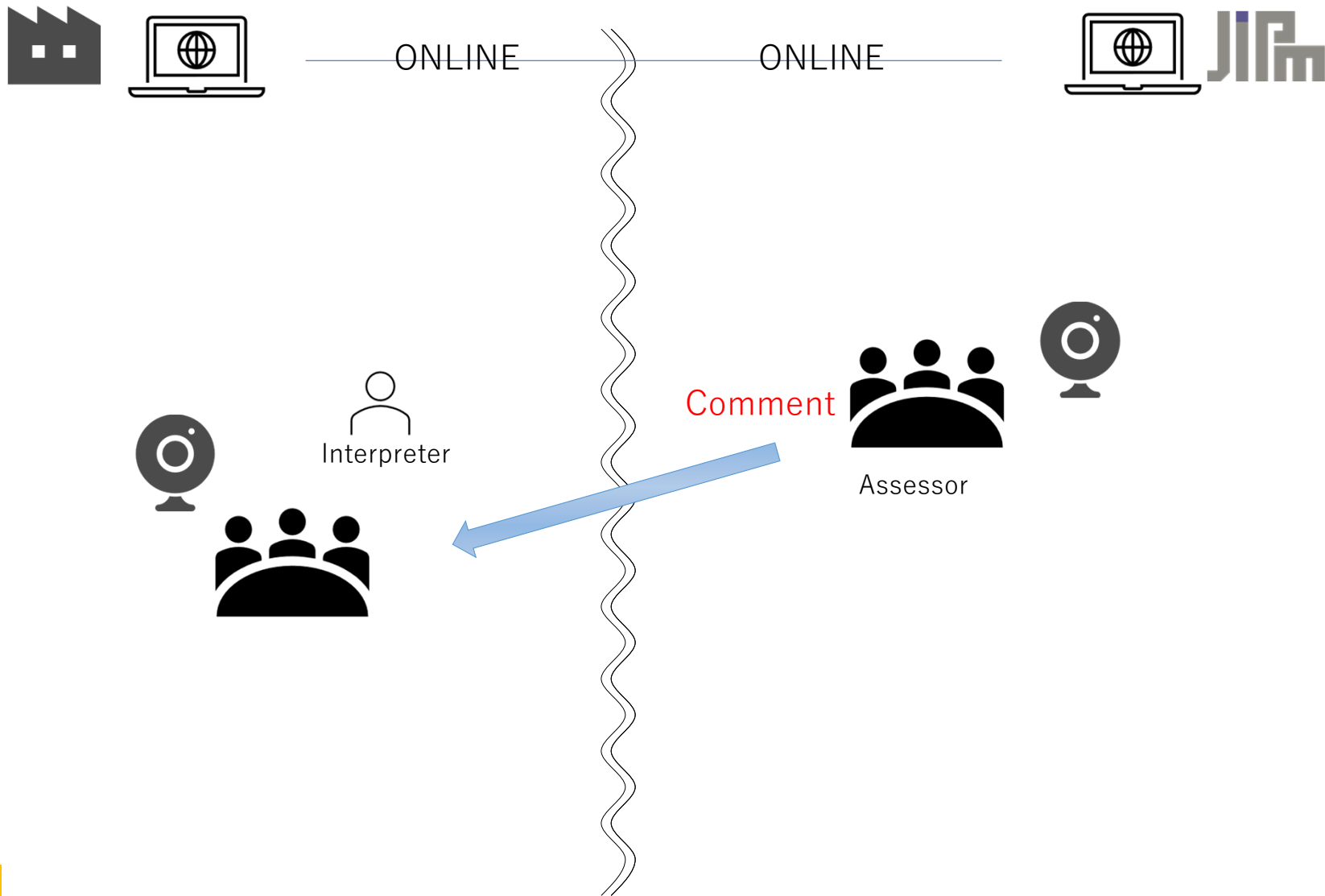


On-site Presentation –B Schedule



Tentative Info

Feedback Session



4. Others

- JIPM does not store any video/documentation shared through the online conference system (except for pre-sending data). It will not be used for any purpose other than for on-the-spot viewing by assessors.
- Please make arrangements for an interpreter (Japanese Language) on the day of the 2nd Stage Assessment. Presentations, explanations, and responses must be made through an interpreter.
- If you are unable to use the online conference system or share your video footage, please contact the TPM Award Office.
- If you use the online conferencing system to conduct your 2nd Stage Assessment, there is no travel cost for the assessors.
- However, in Japan, the assessors will gather at a location with a web environment. Therefore, you will have to pay the following fees. We will issue an invoice as soon as possible after the 2nd Stage Assessment. It is expected that the invoice will be less than the actual cost of traveling from Japan.
 - > Domestic transportation in Japan (from home to the assessment room)
 - > Accommodation fee (if required)
 - > Conference room charges (including Wi-Fi access)

Request from TPM Awards Office

- It is expected that the assessment process using the online conference system may result in interruptions in image and sound quality due to the communication environment and other factors. In order to minimize this risk, please send in your assessment materials as far in advance as possible.
- An interpreter will usually be used for the 2nd Stage Assessment. Please make sure that the audio of your presentation is in Japanese or include a Japanese translation.

The assessment process will proceed in a limited amount of time, so we understand that there may be some inconvenience, but we appreciate your cooperation.