

Assessment Method for TPM Awards 2022

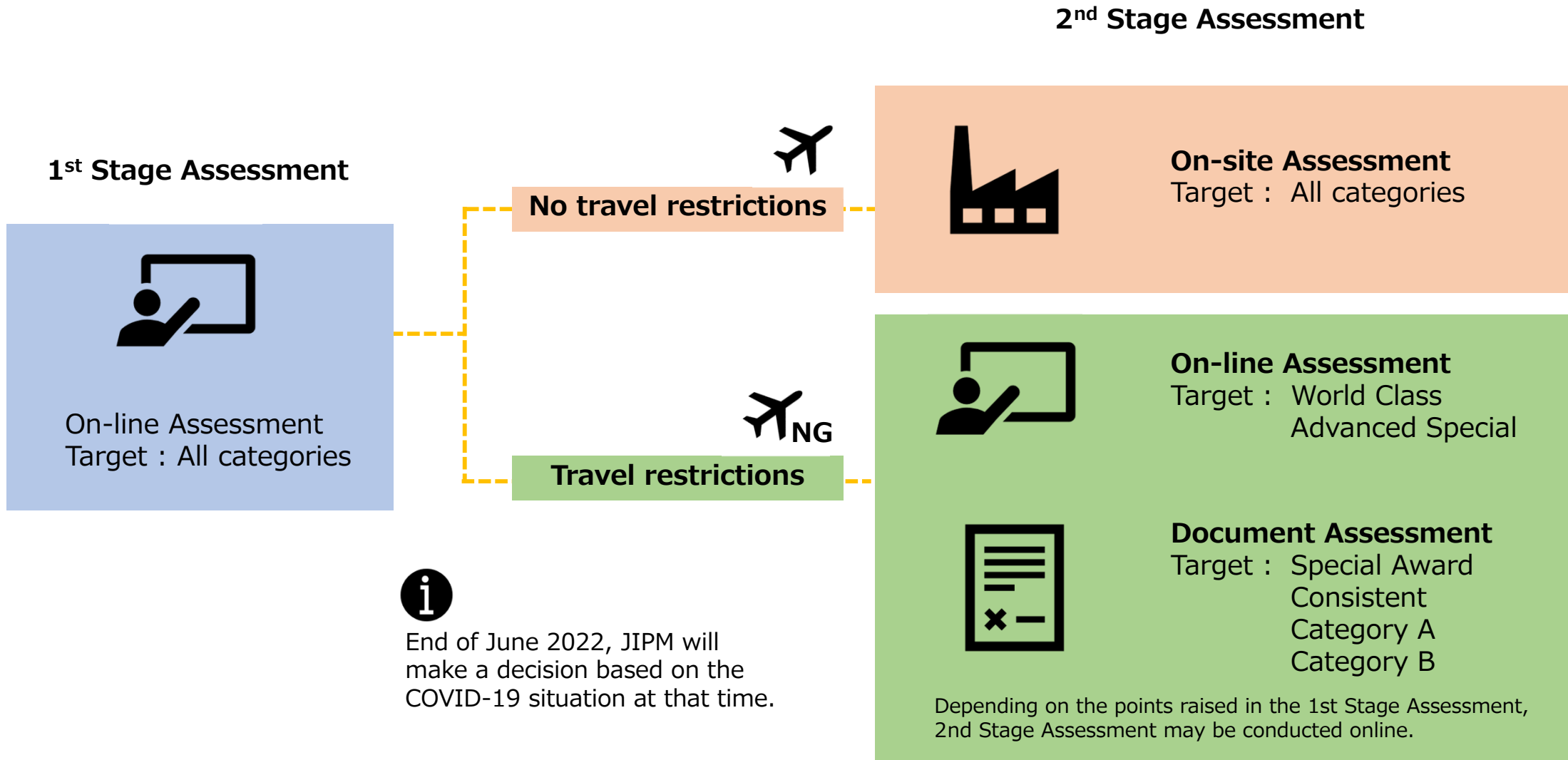
Introduction

The effects of COVID-19 are still being felt around the world. Therefore, as in the past two years, the TPM Awards 2022 will be assessed in a different way than usual.

We apologize for any inconvenience this may cause, and thank you for your understanding. If you have any questions, please do not hesitate to contact TPM Awards Office.



Assessment method for 1st and 2nd Stage



1st Stage Assessment (On-line)



On-line Assessment
Target : All categories

We will use Web Conference System



ZOOM



WebEx

Invitation available from JIPM
* Invitation from you are acceptable

Others

Invitation from you are required.
(Invitation from JIPM is not possible.)
* Test in advance, as it may not be available on some systems

< Required equipment >

PC: For connection to the conference system, and also for sharing materials.

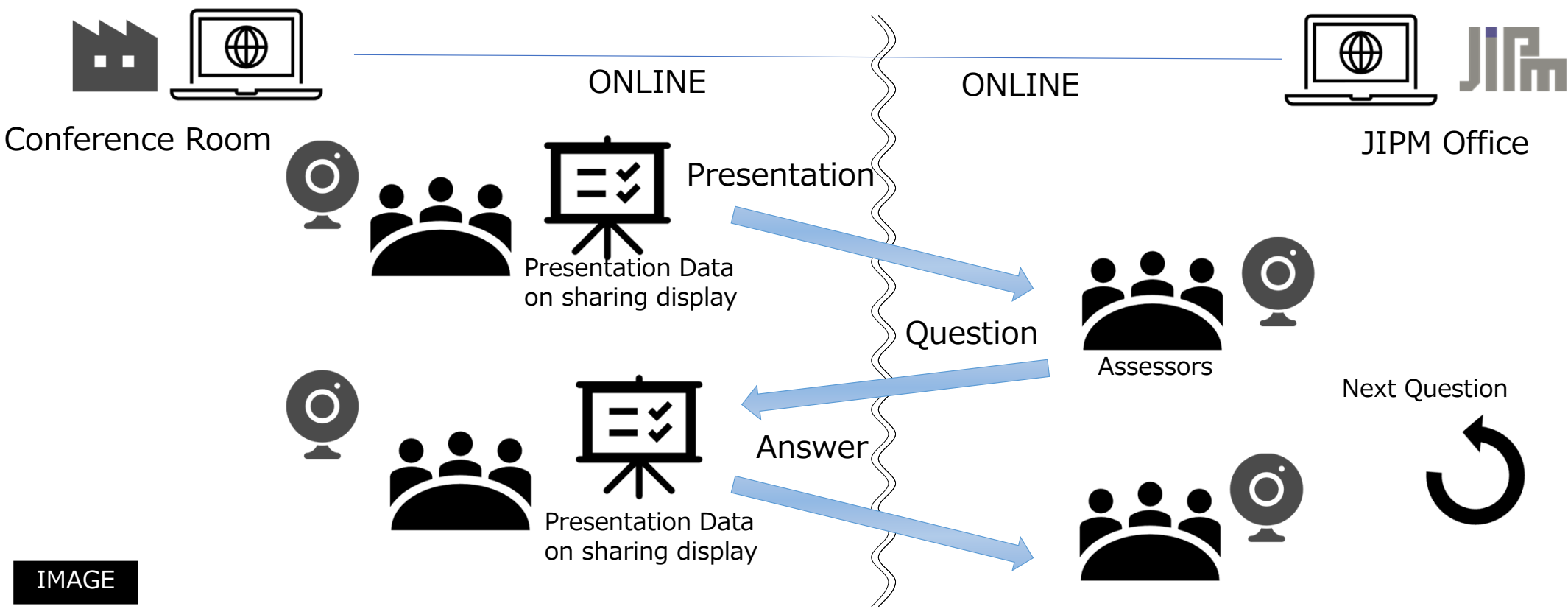
*A wired LAN connection is recommended.

Camera: Please prepare a camera that can be connected to the conference system to capture images of explanations and answers to questions. A built-in PC or tablet is fine.

Microphone: Please provide a microphone that can be connected to the conference system to pick up the audio of the presentation and answers to questions. A built-in microphone for a PC or tablet is fine, but if more than one person will be participating, it is recommended to use equipment with excellent sound collection capabilities.

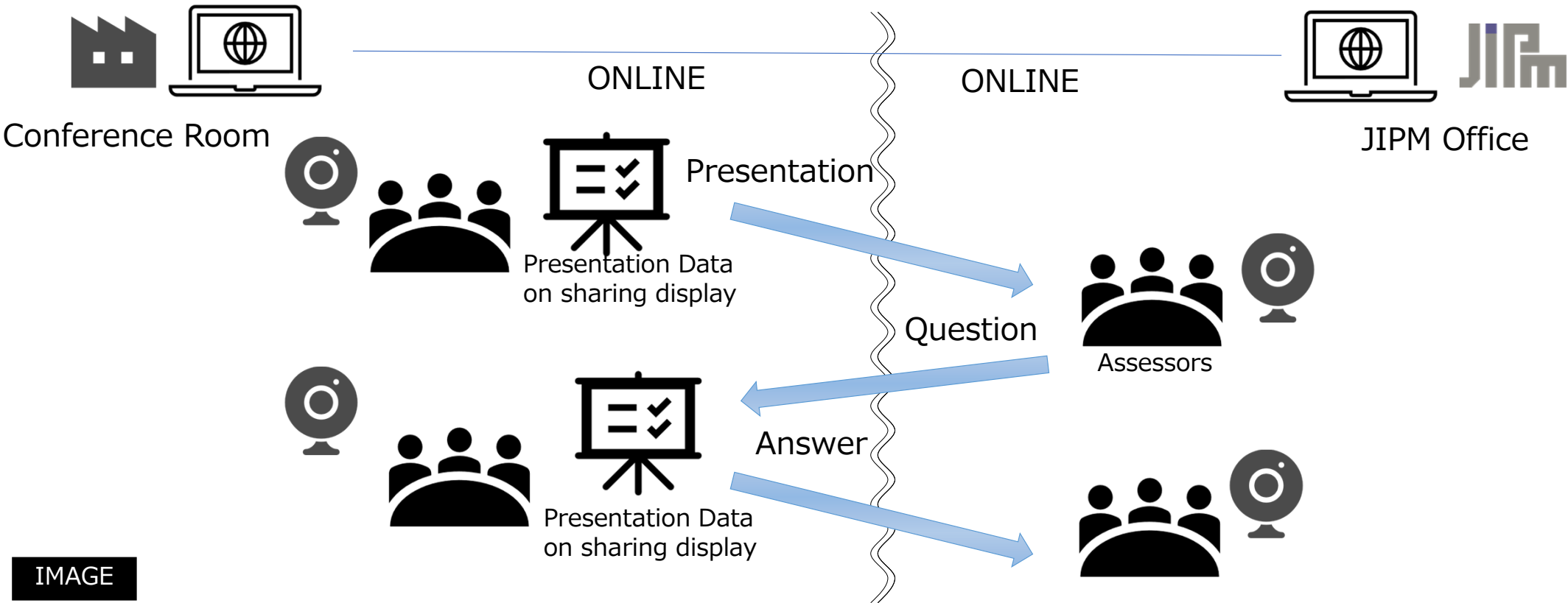
1st Stage Assessment

- Room Presentation (A Schedule)
There will be presentations and Q&A sessions for each chapter of the Activity Report. The assessors will ask questions after your short summary explanation based on the presentation materials submitted in advance.
The assessors will check the Activity Report and the data submitted in advance.



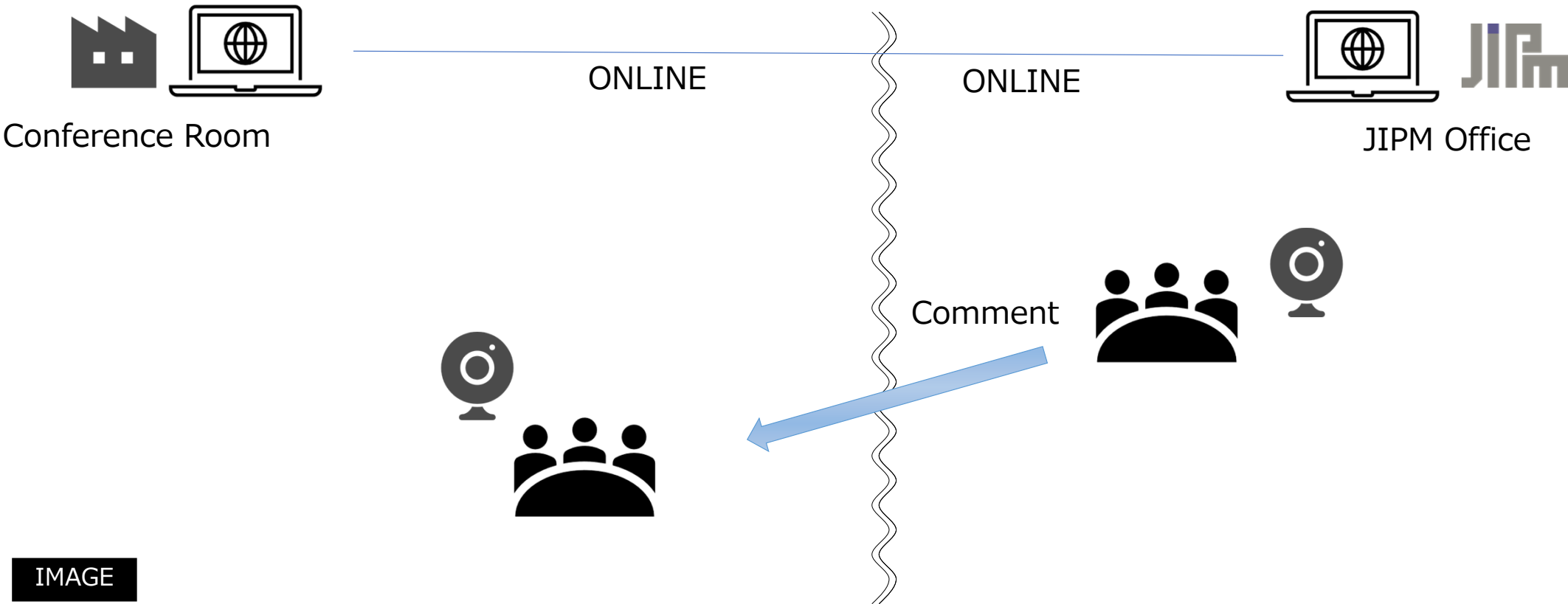
1st Stage Assessment

- Onsite Presentation (B Schedule)
Presentations of specific examples of activities and Q&A sessions will be held. The assessors will ask questions after the explanation based on the presentation materials submitted in advance.
The assessors will check the Activity Report and the data submitted in advance.
It is NOT necessary to make presentations or project videos at the onsite on the day.



1st Stage Assessment

- Feedback
After the Room Presentation and Onsite Presentation, the assessors will give feedback on their evaluations and points raised.



1st Stage Assessment (On-line)

Document Submission Schedule

Before Assessment

Content	Delivery	Deadline
<ul style="list-style-type: none">TPM Activity Report 4 * books + 2 CDs/USBs *World Class and Advanced Special need 5 books	By Courier	40 Days prior to 1 st Stage Assessment date
<ul style="list-style-type: none">Assessment AgendaPresentation materials for 'Room Presentation'Presentation materials for 'Onsite Presentation'Videos showing TPM activity	By Email or Online storage	30 Days prior to 1 st Stage Assessment date

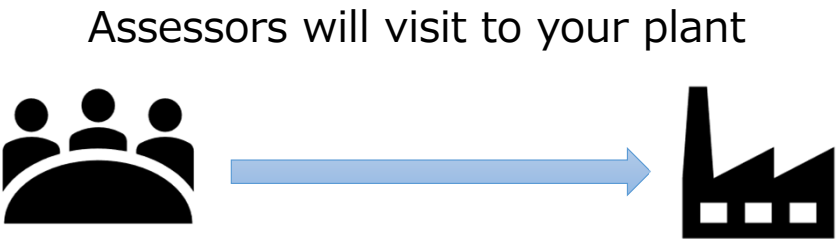
After Assessment

<ul style="list-style-type: none">The Minutes of the 1st Stage Assessment	By Email or Online storage	30 Days after the 1 st Stage Assessment date
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2nd Stage Assessment (On-site)



On-site Assessment
Target : All categories



Document Submission Schedule


Before Assessment

Content	Delivery	Deadline
<ul style="list-style-type: none">TPM Activity Report 4 * books + 2 CDs/USBs *World Class and Advanced Special need 5 books	By Courier	40 Days prior to 2 nd Stage Assessment date
<ul style="list-style-type: none">Kaizen/Improvement Report	By Email or Online storage	
<ul style="list-style-type: none">Assessment Agenda		30 Days prior to 2 nd Stage Assessment date

After Assessment

<ul style="list-style-type: none">The Minutes of the 2nd Stage Assessment	By Email or Online storage	30 Days after the 2 nd Stage Assessment date
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2nd Stage Assessment (On-line)



On-line Assessment
Target : World Class
Advanced Special

We will use Web Conference System
(Details are same as 1st Stage Assessment)



Document Submission Schedule


Before Assessment

Content	Delivery	Deadline
<ul style="list-style-type: none">TPM Activity Report 5 books + 2 CDs/USBs	By Courier	40 Days prior to 2 nd Stage Assessment date
<ul style="list-style-type: none">Kaizen/Improvement Report	By Email or Online storage	30 Days prior to 2 nd Stage Assessment date
<ul style="list-style-type: none">Assessment Agenda		
<ul style="list-style-type: none">Presentation materials for 'Room Presentation'Presentation materials for 'Onsite Presentation'Videos showing TPM activity		

After Assessment

<ul style="list-style-type: none">The Minutes of the 1st Stage Assessment	By Email or Online storage	30 Days after the 2 nd Stage Assessment date
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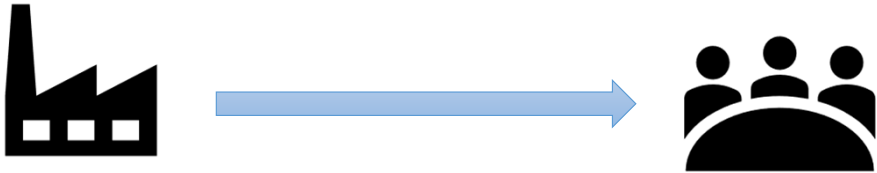
2nd Stage Assessment (Document)



Document Assessment

Target : Special Award
Consistent
Category A
Category B

Applicant will send materials to TPM Awards Office



Document Submission Schedule

Before Assessment

Content	Delivery	Deadline
<ul style="list-style-type: none">TPM Activity Report 4 books + 2 CDs/USBs	By Courier	11 th Nov, 2022
<ul style="list-style-type: none">Kaizen/Improvement ReportPresentation materials for 'Room Presentation'Presentation materials for 'Onsite Presentation'Videos showing TPM activity	By Email or Online storage	

2. Creating presentation materials

- Points to note when creating presentation materials

Autonomous Maintenance Result

Title indicating the page content

	Action	Time
Step 1	Xxxxxxxx	35h
Step 2	Xxxxxxxx	30h
Step 3	XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX	27h

The content you want to explain should be large.
*In many cases, the text is too small to read.

Attach audio or notes of your presentation.
(Japanese is better, but English is also acceptable)



Transition of inspection time

Hour

Time



Insert title, item, and unit

15

Attach page numbers

Ref) Creating presentation materials

●Points to note when creating presentation materials

Autonomous Equipment Video



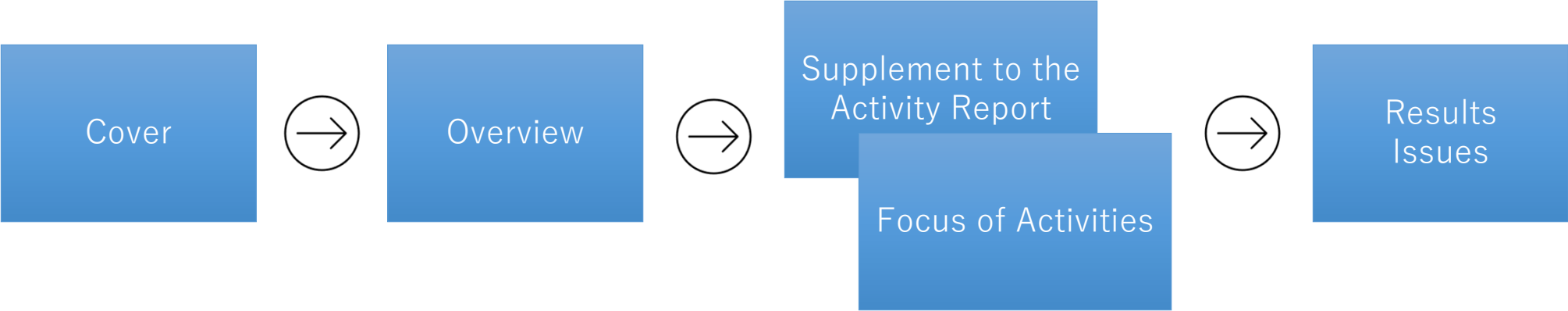
The video can include a ticker tape or audio commentary.

Video can be embedded in PPT
* Can be submitted as a separate file

If possible, do not use too high quality for the video.
Recommend : 360p(640x360pixel) – 540p(960x540pixel)
* The above sample is 540p

Ref) Creating presentation materials

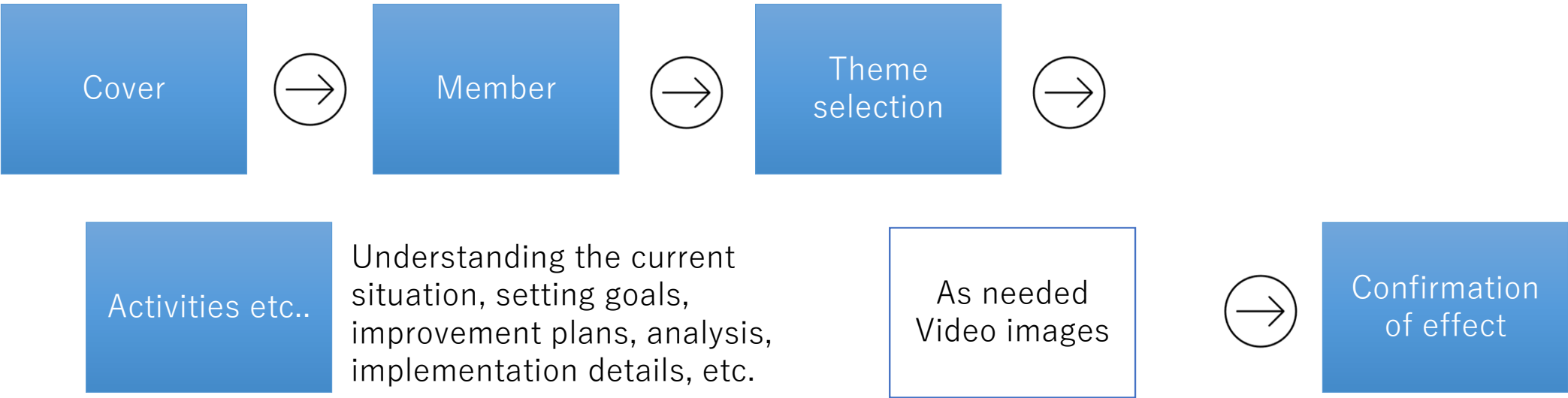
●Content of the Room Presentation (example)



- Do not include the entire contents of the Activity Report, but rather focus on an overview of activities, supplementary explanations to the Activity Report, and key points to be explained.
- It is not enough to have many pages. It should be used as a supplement to the Activity Report and as a document to explain in a short time on the day of assessment.
- Aim for a total of no more than 200 pages for all chapters.

Ref) Creating presentation materials

● Content of the Onsite Presentation (example)



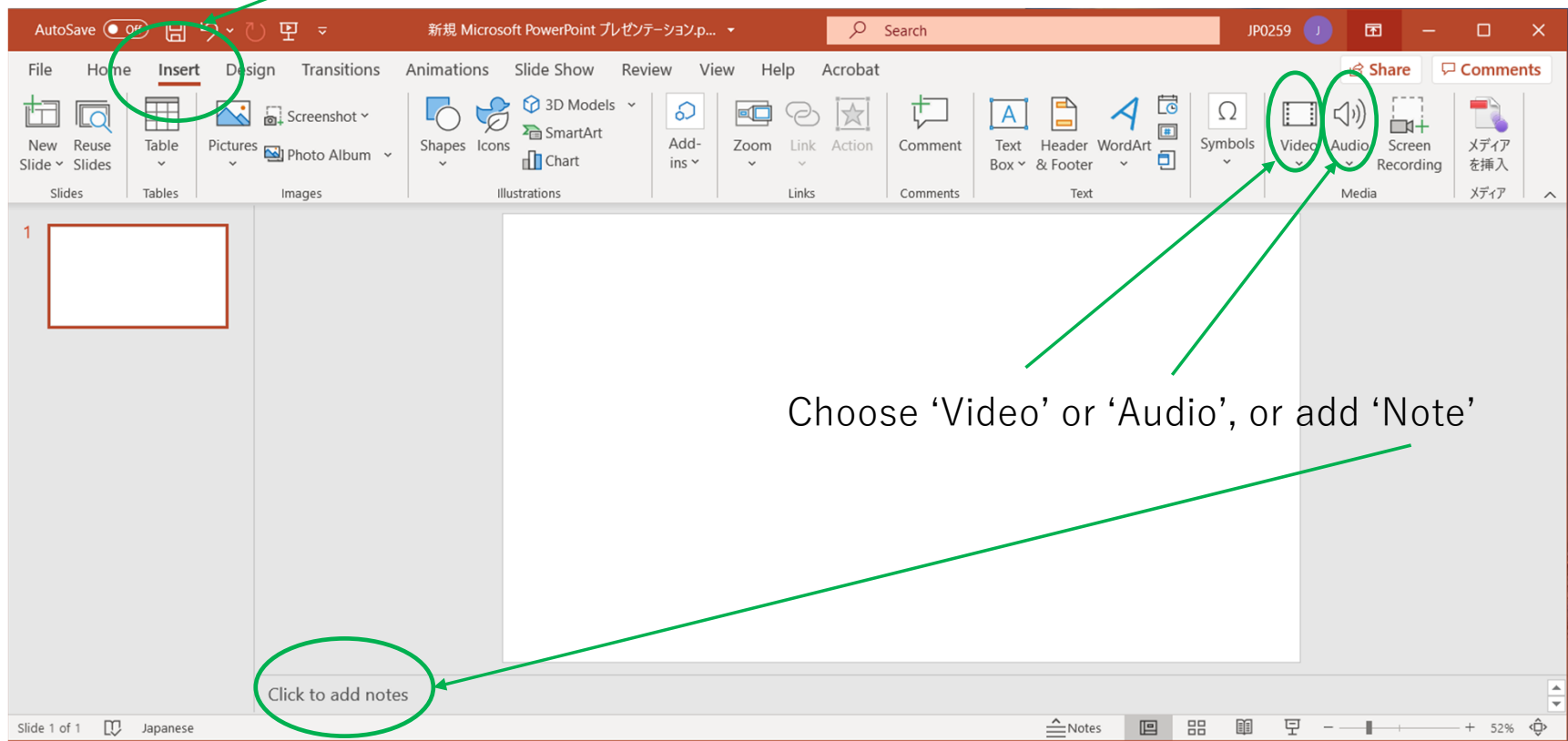
- Explain in a flow that shows how you chose this topic and how you improved and worked on it.
- Include photos and videos as necessary to show the target equipment and specific areas for improvement.
- At the time of assessment, this document will be used for explanation, but due to the limited time, the presentation should be compact.

Ref) Creating presentation materials

Ref

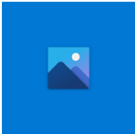
How to add video, audio, or notes to Power Point file

Choose 'Insert'



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

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



Others

◆ Connection Test

At least 3 weeks before the assessment, we will test the connection with the web conference system by preparing the same environment as the day of the assessment as much as possible.

* Necessary time : 10~15 mins

* Confirmation items are as follows

– Video check : No freezing

→ Turn on the camera images to each other and make sure everything is okay.

– Audio confirmation : No disconnection

→ Turn on the microphones and talk to each other to make sure everything is okay.

– Document Sharing Confirmation : Screen Sharing (PPT/Video)

→ Share PPT data and video data with each other on screen and check if there are any problems with page navigation, video movement, and audio.

* The most common trouble is audio related. We recommend that you conduct a trial in advance using the same environment as on the day of the assessment.

◆ Data transmission of submissions

JIPM uses a file sharing service called Direct Cloud Box.

Each company will receive a URL and password for the submission folder, so please use that when submitting data.

有効期限 制限なし

アクセスレベル 閲覧後にダウンロード

アクセス回数 1 / 制限なし

パスワード

OK

‘Direct Cloud Box’ Password entry screen