

To create an appropriate TPM Activity Report

Introduction

A TPM Activity Report (hereinafter referred to as "Activity Report") is an important source of information for assessors to get a complete picture of TPM activities in your plant. However, the purpose of preparing an Activity Report for the TPM Excellence Awards is not only to show it to the assessors and have them understand it.

The real purpose is to write down the TPM activities that you have been working on for several years as a part of your company's (your plant's) history. By showing what policies and goals you have set, how you have conducted your activities, and what results you have achieved, we hope that you will be able to make great strides in your business in the future.



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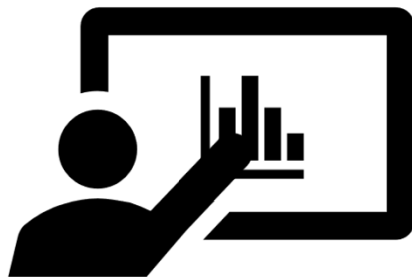
Make it understandable to the reader ① "An Activity Report is not a presentation document"

The Activity Report should be readable and understandable by people who are not involved in the implementation of TPM.

The Activity Report plays a major role in the assessment. It is the first opportunity for the assessors to have an impression and evaluation of your company and its activities before the assessors visit your plant. Therefore, please make sure that the Activity Report is written in such a way that an outsider (assessor) can understand it.

The assessment process includes a "Room Presentation". In this process, you are asked to explain to the assessors using presentation materials such as PowerPoint. **In some cases, these presentation materials are submitted almost as is as an Activity Report, but please avoid this.** For example, if the document is full of figures and tables without any explanation, it will not lead to understanding.

Presentation materials without sufficient explanation will not be understood by the reader.



Presentation

≠



Activity Report

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Make it understandable to the reader ②

“Tell a story” “Be precise with numbers and units” “Include a glossary of terms”

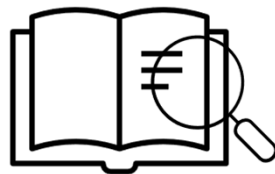
The Activity Report needs to be readable and objectively understandable by a third party. The structure of the report should be based on the information provided in the "Application Outline" issued by JIPM. **It should be structured in such a way that the ideas about the activity, the plan, the way forward, the progress, the features, the results, and the evaluation can be easily understood as story.**

In addition, many figures and tables are used in the Activity Report, and they are important elements in measuring the progress and results of activities. **Figures and units should be presented correctly and without omissions to avoid misunderstandings.**

It is also necessary to clarify the scope of the data.

“Autonomous Maintenance St4 has been achieved in **X** out of all **XX** circles (and when will the rest be achieved).”

“The number of breakdowns has been reduced by 80% for A-rank equipment (and by when will B-rank and C-rank start their activities)”



In the course of activities, we often use industry jargon, internal company terminology, or acronyms. This can be a source of confusion for third parties.

For example, the overall equipment efficiency (OEE) is treated as an essential activity indicator, but there are many cases where the company has its own definition or the calculation formula is different from the general one. The assessment does not deny this, but **we request that a glossary or a cautionary note be provided so that the reader does not read the document with a wrong understanding or can understand it more correctly.**



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Make it understandable to the reader ③ “The appearance of the report is also important”

There is no detailed specification on how the Activity Report should be bound. However, the following types of binding may interfere with the act of reading and should be avoided.

- Hardcover is too thick (difficult to open, heavy)
- Ring binding with large diameter rings (difficult to open)



It is also tempting to include a lot of information in the Activity Report, but **try to keep the maximum number of pages to about 300**. Avoid redundant explanations and try to summarize precisely the points you want to convey.

During the assessment, there will be opportunities for ‘Room Presentation’ and ‘Onsite Presentation’. Any supplementary information that cannot be included in the report should be explained in the presentation.



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Relationship between Activity Report and presentation (Room Presentation / Onsite Presentation)

As you have read so far, the Activity Report is a document that summarizes the company's TPM activities in a straightforward manner. On the other hand, in the assessment of the TPM Excellence Award, there are 'Room Presentation' and 'Onsite Presentation'.

The Room Presentation is designed to help assessors understand the contents of the Activity Report more deeply. So please organize the important points according to the story expressed in the Activity Report, and explain the points that require specific explanation, including the background of the activity, which is difficult to convey in text or tables alone. For this reason, please do not create presentation data by extracting data (figures and tables) directly from the report, but add or delete them as necessary.

In particular, since many of the company's unique activities (e.g., setting up other than the eight pillars, integration and subdivision of pillars, etc.) and characteristic activities are new to assessors, please take care to make them easy for third parties to understand.

The purpose of the Onsite Presentation is to confirm how you have accomplished the results shown in the Activity Report and Room Presentation. Please explain the actual activities and their results in detail. In addition, the assessors will check the machines/facilities or areas of the activity on-site.

In your presentation, please explain why you chose the theme of your activity, what methods you used to succeed (or fail), and other 5W1H, as well as your achievements and challenges in a series of stories.

