

TPM Awards 2022 1st Stage Agenda <Sample>

Company Name/Plant Name :

Assessment Date :

Assessment Time : xx:xx - xx:xx (Japanese Time xx:xx-xx:xx)

1. Attendee Name

Company : AAA, BBB, CCC, ...

Assessor : EEE, FFF

Interpreter (Japanese) : HHH

* Contact in case of emergency

Company : Mr/Ms KKK TEL +xx-0000-0000

Interpreter : Mr/Ms LLL TEL +xx-1111-1111

JIPM : Mr/Ms JJJ TEL +81-0000-0000

2. Room Presentation (A Schedule)

Estimated Time	Japanese Time	Elapsed time	Content	Person in charge
09:30	13:00		Connection test *After confirmation, turn off microphone and video	
10:00 - 10:05	13:30 - 13:35	5min	Introduction Greetings and introduction of attendees Schedule confirmation / Other communications	
10:05 - 10:42	13:35 - 14:12	37min	Chapter 1-3 and 12 Presentation 20min / Q&A 20 min	
10:42 - 10:47	14:12 - 14:17	5min	Coffee Break *Turn off microphone and video	
10:47 - 11:24	14:17 - 14:54	37 min	Chapter 4 - 7 Presentation 12 min / Q&A 20 min	
11:24 - 12:01	14:54 - 15:31	37 min	Chapter 8 - 11 Presentation 12 min / Q&A 20 min	
12:01 - 12:50	15:31 - 16:20	49 min	Lunch *Turn off microphone and video	-

- This is just a sample, including time allocation and flow.
- **The maximum time limit for online assessment is 300 minutes per day.** Please consider allocating enough time to allow for this.
- The date and time of assessment will be decided after consultation with the TPM Awards Office.

- For emergency contact information, please provide a cell phone number where you can be reached on the day of the assessment.
- Please do not call the JIPM phone except on the day of the assessment.

• The time and contents are sample.

• There will be short presentations and Q&A sessions on the following topics.

-Responses to comments and questions from the 1st Stage Assessment -Chapters of the Activity Report

• Several chapters will be summarized for presentation and questions.

*If you are applying for assessment over two days (World Class Award, Advanced Special Award, etc.), you may increase the time allotted accordingly.

3. Onsite Presentation (B Schedule)

Estimated Time	Japanese Time	Elapsed time	Content	File name of submitted materials	Person in charge
12:50 - 13:00	16:20 - 16:30	10min	Introduction to manufacturing process	-88_D_Video	
13:00 - 13:18	16:30 - 16:48	18 min	[FI] • Presentation 8min • Q&A 10min	-88_B_FI -88_B_FIVideo	
13:18 - 13:36	16:48 - 17:06	18 min	[AM] • Presentation 8min • Q&A 10min	-88_B_AM	
13:36 - 13:54	17:06 - 17:24	18 min	[PM] • Presentation 8min • Q&A 10min	-88_B_PM -88_B_PMVVideo	
13:54 - 13:59	17:24 - 17:29	5 min	Coffee Break *Turn off microphone and video		
13:59 - 14:17	17:29 - 17:47	18 min	[QM] • Presentation 8min • Q&A 10min	-88_B_QM	
14:17 - 14:35	17:47 - 18:05	18 min	[EM] • Presentation 8min • Q&A 10min	-88_B_EM	
14:35 - 14:53	18:05 - 18:23	18 min	[T&E] • Presentation 8min • Q&A 10min	-88_B_E&T	
14:53 - 15:11	18:23 - 18:41	18 min	[SHE] • Presentation 8min • Q&A 10min	-88_B_SHE -88_B_SHEVideo	
15:11 - 15:41	18:41 - 19:11	30 min	Coffee Break *Turn off microphone and video	-	-

- The time and contents are sample.
- There will be presentations and Q&A on each topic.
- The minimum number of presentations on the day is 6 themes, of course, 7 themes or more is OK. However, please prepare materials for all pillar activities in the submitted materials

*If you are applying for judging over two days (World Class Award, Advanced Special Award, etc.), you may increase the time allotted accordingly.

4. Feedback

Estimated Time	Japanese Time	Elapsed time	Content	Person in charge
15:41 - 16:11	19:11 - 19:41	30 min	Feedback	Assessors
16:11 - 16:15	19:41 - 19:45	4 min	Closing	

<Reference>

- All presentations Q&As will include time for interpretation (in Japanese). All presentations, explanations, and responses should be made through the interpreter.
- Interpreters are to be arranged by your company.
- Interpreters play an important role in communication between companies and assessors. It is desirable that the translator of the assessment materials and the interpreter on the day of the assessment have a good track record as a Japanese interpreter and an understanding of the manufacturing industry (preferably TPM as well).
- The date and time of the assessment will be decided after coordination with the TPM Awards Office.
- As a rule, the materials and videos used on the day should be the same as those submitted in advance.
 - ※Please use the page numbers of the submitted documents so that we can proceed with the questions. If there are any additions or corrections after the submission, please make sure that the page numbers from the prior submission can be found.
- Please try to use Japanese as much as possible for the explanatory audio to be attached to the materials and videos you send in advance to make the assessment day go smoothly.
- The materials and videos sent to us in advance will be shared with the assessors and confirmed before the assessment day.

We would like to thank you for your cooperation in the limited time we have to proceed with the assessment.