

# Assessment Method for TPM Awards 2022

\*Official ver. (Nov 2021)

## **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 1<sup>st</sup> and 2<sup>nd</sup> Stage**

**1<sup>st</sup> Stage Assessment**




On-line Assessment  
Target : All categories

No travel restrictions




**On-site Assessment**  
Target : All categories

Travel restrictions



**On-line Assessment**  
Target : World Class  
Advanced Special



**Document Assessment**  
Target : Special Award  
Consistent  
Category A  
Category B

Depending on the points raised in the 1st Stage Assessment,  
2nd Stage Assessment may be conducted online.



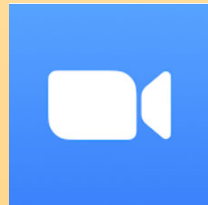
End of June 2022, JIPM will make a decision based on the COVID-19 situation at that time.

## 1<sup>st</sup> Stage Assessment (On-line)

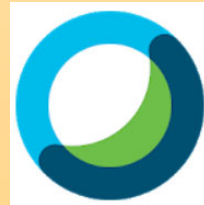


On-line Assessment  
Target : All categories

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.

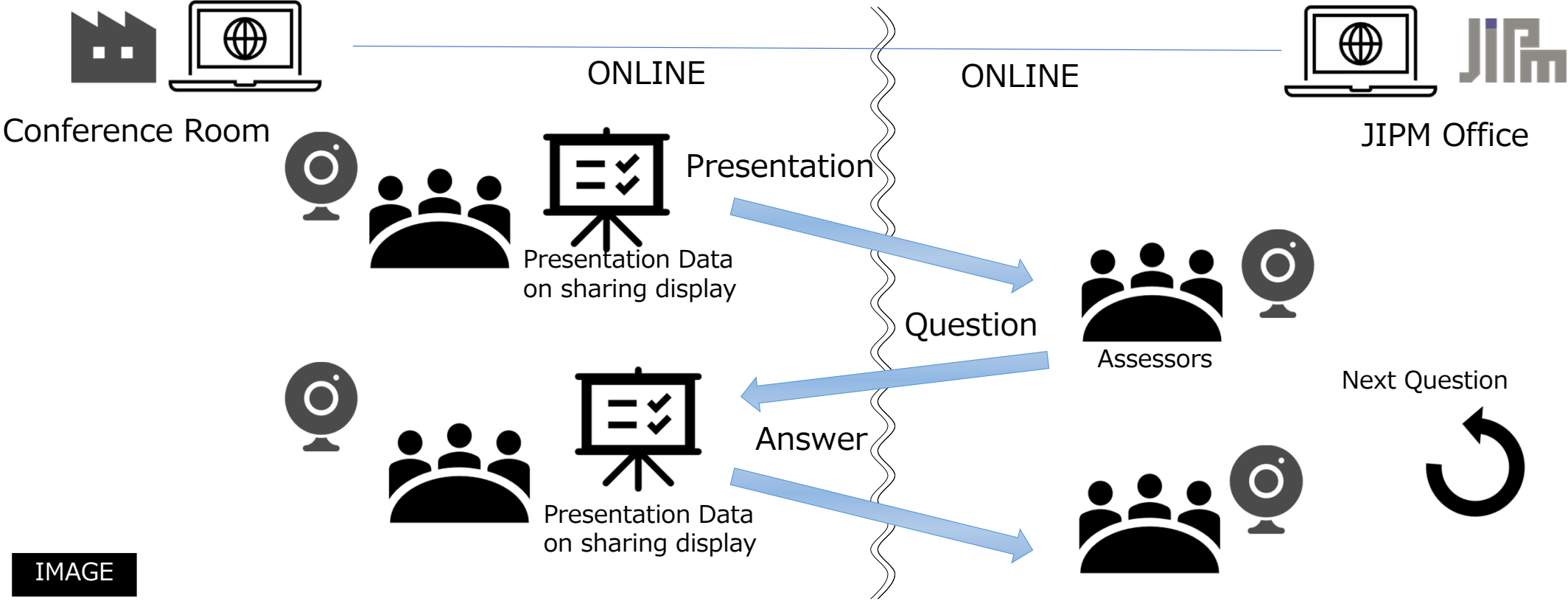
\*A wired LAN connection is recommended.

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

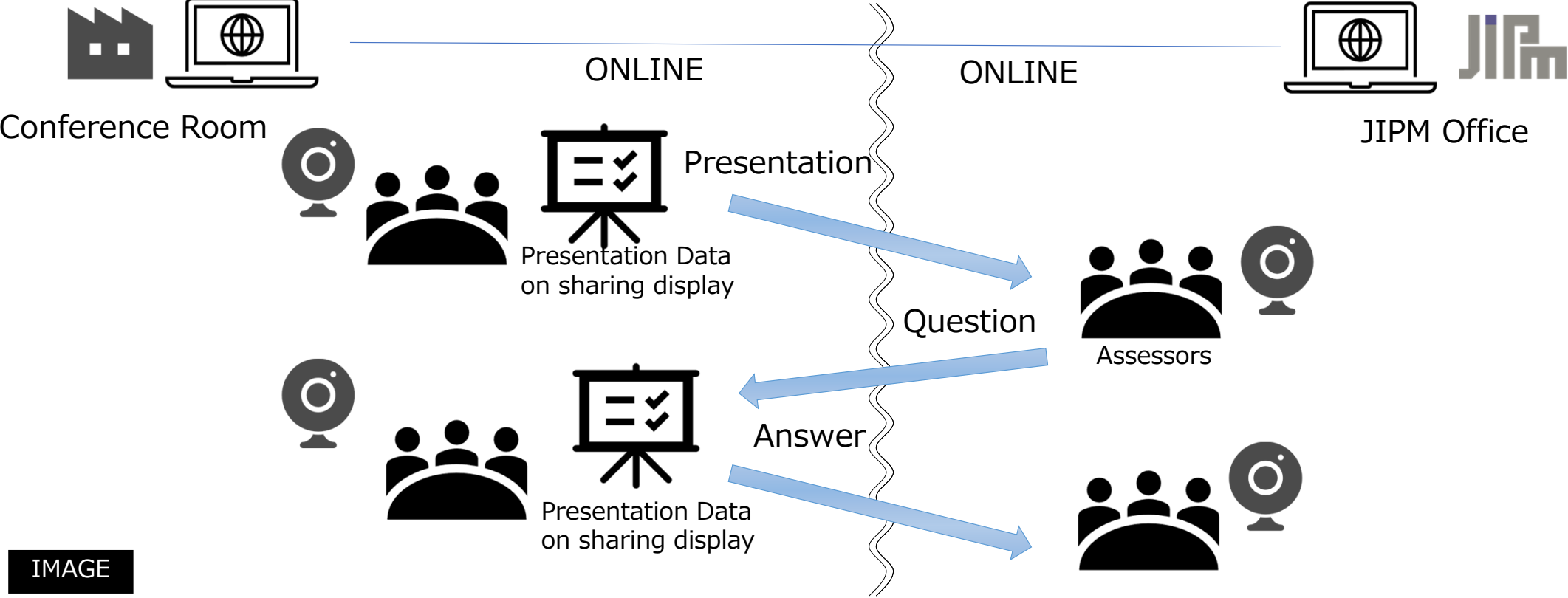
- Room Presentation (A Schedule)  
There will be presentations and Q&A sessions for each chapter of the Activity Report. The assessors will ask questions after your short summary explanation based on the presentation materials submitted in advance.  
The assessors will check the Activity Report and the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



IMAGE

# 1st Stage Assessment

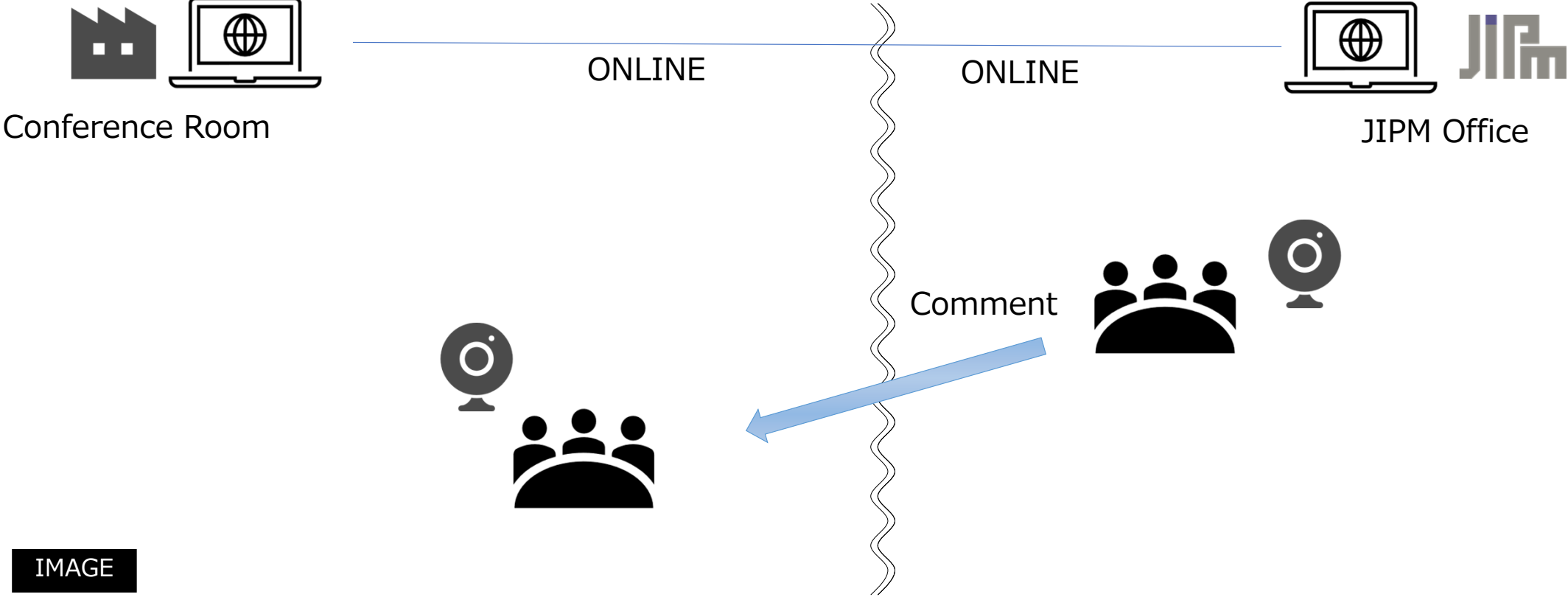
- Onsite Presentation (B Schedule)  
Presentations of specific examples of activities and Q&A sessions will be held. The assessors will ask questions after the explanation based on the presentation materials submitted in advance.  
The assessors will check the Activity Report and the data submitted in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



IMAGE

**1st Stage Assessment**

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



IMAGE

**1<sup>st</sup> Stage Assessment (On-line)**

**Document Submission Schedule**

Before Assessment

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

After Assessment

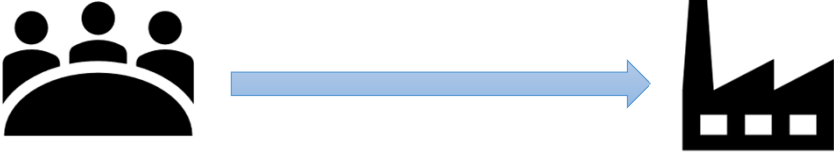
<ul style="list-style-type: none"> <li>The Minutes of the 1<sup>st</sup> Stage Assessment</li> </ul>	By Email or Online storage	<b>30 Days</b> after the 1 <sup>st</sup> Stage Assessment date
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**2<sup>nd</sup> Stage Assessment (On-site)**



**On-site Assessment**  
Target : All categories

Assessors will visit to your plant



**Document Submission Schedule**

Before Assessment


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

After Assessment

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



**On-line Assessment**  
Target : World Class  
Advanced Special

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



**Document Submission Schedule**


**Before Assessment**

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

**After Assessment**

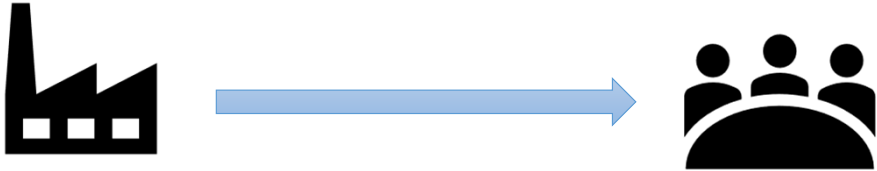
<ul style="list-style-type: none"> <li>The Minutes of the 1<sup>st</sup> Stage Assessment</li> </ul>	By Email or Online storage	<b>30 Days</b> after the 2 <sup>nd</sup> Stage Assessment date
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**2<sup>nd</sup> Stage Assessment (Document)**



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

## 2. Creating presentation materials

- Points to note when creating presentation materials

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



### Autonomous Maintenance Result

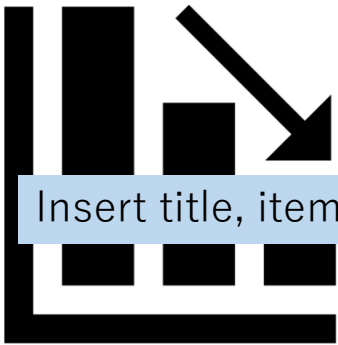
Title indicating the page content

	Action	Time
Step 1	Xxxxxxxx	35h
Step 2	Xxxxxxxx	30h
Step 3	<del>Xxxxxxxxxxxxxxxxxxxxxx xxxxxxxxxxxxxxxxxxxxx xxxxxxxxxxxxxxxxxxxxx xxxxxxxxxxxxxxxxxxxxx xxxxxxxxxxxxxxxxxxxxx xxxxxxxxxxxxxxxxxxxxx xxxxxxxxxxxxxxxxxxxxx</del>	27h

Transition of inspection time

Hour

Time



Insert title, item, and unit

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

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Attach page numbers

Ref) Creating presentation materials

- Points to note when creating presentation materials

### Autonomous Equipment Video



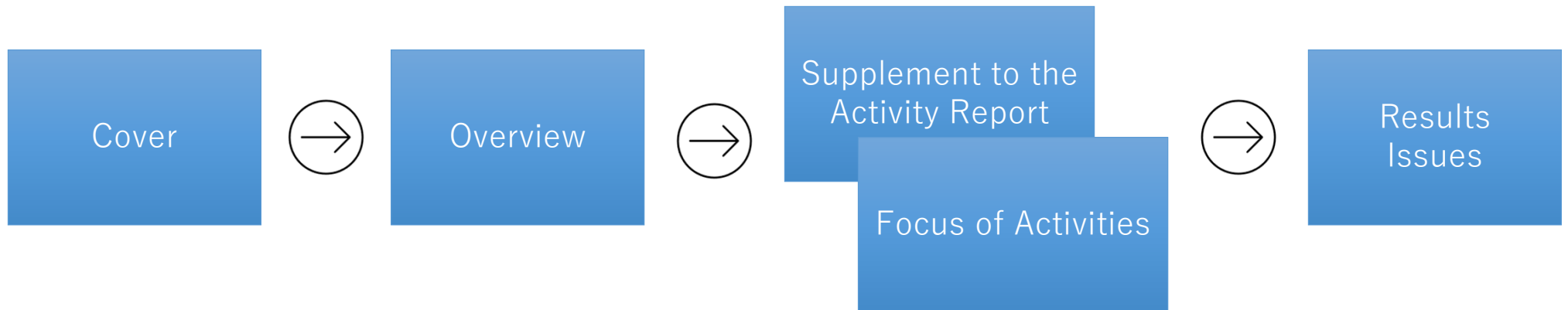
Video can be embedded in PPT  
\* Can be submitted as a separate file

The video can include a ticker tape or audio commentary.

If possible, do not use too high quality for the video.  
Recommend : 360p(640x360pixcel) – 540p(960x540pixcel)  
\* The above sample is 540p

## Ref) Creating presentation materials

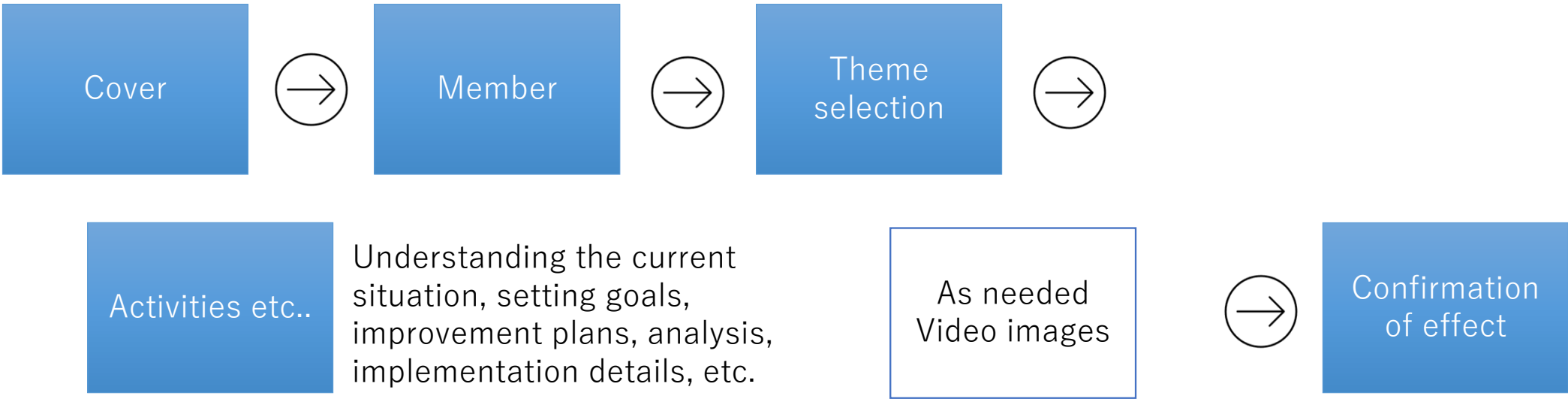
### ● Content of the Room Presentation (example)



- 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 (about adding audio presentation or notes)

When using the online conference system for assessment, we request that you send us your presentation materials in advance. The purpose of this is to allow the assessors to review your presentation beforehand, so that the process (presentation and questions) can proceed smoothly on the day of assessment.

The maximum assessment time per day (excluding breaks) is limited to 300 minutes. For this reason, as stated in the "Operation Guide", we ask that you make a short presentation with only the main points, especially for the Room Presentation (A Schedule), and for this reason we ask that you add "audio presentation or notes" to your presentation materials.

If it is difficult for you to add "audio presentation or notes" to the presentation materials submitted in advance, you will be required to explain in detail on the day of assessment. In such a case, the assessment time will exceed the limit of 300 minutes/day, and the number of assessment days will need to be increased (\*).

If you want to do so, please be sure to inform us when we arrange the assessment day, as we cannot add additional days at the last minute. Please note that if the number of days for assessment is increased, the assessment fee will also be added (see the Application Outline).

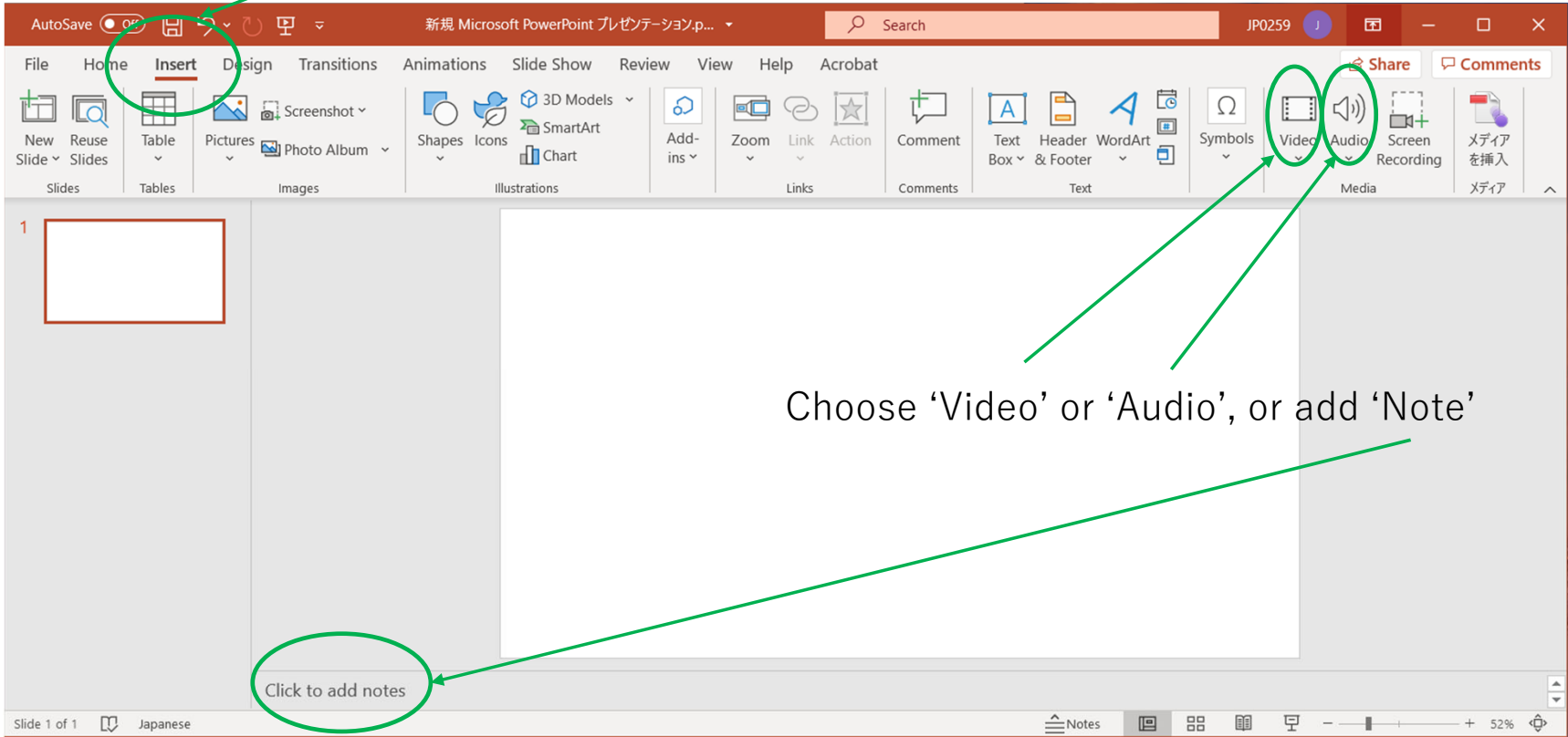
\*In most cases, the World Class Award and Advanced Special Award are given for two days, so it is acceptable to give an explanation on the day.

Ref) Creating presentation materials (about adding audio presentation or notes)

Ref

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

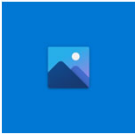
Choose 'Insert'



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

Click to add notes

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.



‘Direct Cloud Box’ Password entry screen