2022 TPM Excellence Awards 1st Stage Assessment Operation Guide (Official ver.)

In consideration of the global situation of COVID-19 infections, we have decided to use an online assessment method for 2022 TPM Excellence Awards 1st Assessment. We ask that you confirm the following items before implementing this method and make preparations.

TPM Award Office

1. Implementation schedule

Period	Content	Method
January	Issuing invoice for Assessment Fee (1st & 2nd Stage)	from JIPM to Applicant Plant by Email
from February	1st Stage Assessment schedule adjustment *Period of 1st Stage Assessment: March to July 2022	from JIPM to Applicant Plant by Email
Up to 40 days prior to Assessment day 【Submit】	A）TPM Activity Report - Book : Qty = Number of assessors + 2 books - PDF : by Data transmission	from Applicant Plant to JIPM by Courier
Up to 30 days prior to Assessment day 【Submit】	B）Room Presentation Materials ＜Data＞ C）On-site Presentation Materials ＜Data＞ D）Plant Introduction Video ＜Data＞ E）Assessment Schedule (Agenda) ＜Data＞	from Applicant Plant to JIPM by Data Transmission
Up to 30 days prior to Assessment day	Online Connection Test *Confirm implementation date along with assessment schedule adjustment	Online Conference
1st Stage Assessment (Mar - Jul)	2022 TPM Awards　1st Stage Assessment	Online Conference
Up to 30 days after assessment 【Submit】	Assessment Minutes ＜Data＞	from Applicant Plant to JIPM by Sending data

【About data transmission】

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

*If you are not able to use file sharing service, you can use other methods.

2. Assessment Method

The 1st Stage Assessment of 2022 TPM Excellence Awards will be conducted using the online conference system. In principle, there will be 3 assessors for the World Class and Advanced Special Award, and 2 assessors for the other awards.

Due to the special environment of the assessment, the assessment time on the day (excluding breaks) will be limited to 300 minutes/day. In order to ensure efficient operation, we will ask you to submit the assessment materials in advance, and the assessors will check them before the assessment day.

We ask for your cooperation in ensuring the smooth implementation of the assessment process by reviewing this guideline and reference materials.

➢ JIPM can invite you by ZOOM or WebEx

　Consult in advance about the use of other systems (Teams is acceptable as long as the you invite JIPM)

　＊We will confirm your system environment and other details when we arrange the schedule for the 1st Stage Assessment.

➢ At least 30 days prior to the assessment, test the connection in the same environment as on the day of the assessment as much as possible.

　＊Time required : 10-15 min

　＊Confirmation items are as follows

　　－Video check : no freezing

　　－Audio confirmation : no disconnection

　　－Confirmation of document sharing (with each other) : shared screen display (PPT, video)

　＊The date and time of the connection test will be adjusted together with the date of the 1st Stage Assessment

　＊The most common problem is the audio. It is recommended that you try out the system in the same environment as the actual one.

➢ Recommended Environment

　＊If possible, use a wired LAN to ensure a stable connection.

　＊If you are connecting to a Wi-Fi environment, prepare a location where you can use it on a daily basis and have no problem with the connection speed.

　＊You have to prepare a camera, microphone, and loudspeaker for web conference system. In case 2 or more people speaking, you need a sound collection microphone.

➢ You must arrange Japanese language interpreter. On the day, communication (explanations and questions) between you and assessors will be conducted through the interpreter.

3. Submissions

A) TPM Activity Report

＜Purpose＞

 ➢ This is compilation of TPM activities for own plant.

 ➢ Keep a record of the history and details of each activity and use it as a basis for assessment.

＜Make the Report＞

 ➢ Refer to 'Preparation of TPM Activity Report'.

 ➢ Activity Report is max about 300 pages.

＜Others＞

 ➢ You see 2022 TPM Awards Outline for details.

 ➢ Important point about the activity report design is readability. Using hardcovers makes it difficult to open and read the Report.

 ➢

B) Room Presentation

＜Purpose＞

 ➢ You make the materials for complement Activity Report and presentation on the day of 2nd Stage Assessment.

 ➢ To organize the important items and to make a summary each pillar of Activity Report.

 ➢ To explain about points that require specific explanations that are difficult to express in text or tables alone.

 ➢ It's desirable the presenter concern in the production it, because these materials make the presentation on the day of 2nd Stage Assessment.

＜Make the Material＞ *Refer to：Assessment Method for TPM Award 2022

 ➢ You must make the materials by Power Point.

　　If you will submit video presentation, you must attach materials data of PDF.

 ➢ You must make the materials include audio presentation or notes, not just materials. *Note 1

　　* Japanese is preferred, but English is also acceptable.

 ➢ It is easier to understand if you include a summary page (the main points of the pillars) at the beginning.

 ➢ Presentation materials are max about 200 pages all chapters total.

　　*Explain main points of the Activity Report.

　　*Include the On-site case study in On-site Presentation or Activity Report. (It is acceptable to mention it in the flow of the explanation.)

　　*Include page number in the material, and don't change it, because to use it when 2nd Stage Assessment question time.

 ➢ Refer to [5. Others], to attach a name to file title.

C) On-site Presentation

＜Purpose＞

 ➢ This is material on specific case of each activity, and for presentation on the day.

 ➢ Confirm how the results indicated in the Activity Report and Room Presentation were achieved through

specific examples..

＜Make the Material＞ *Refer to：Assessment Method for TPM Award 2022

➢ You make the Presentation about your activity each pillar.

*Due to time constraints, it is NOT necessary to explain all topics in the presentation on the day, but the following are required.

FI、AM、PM、QM、T&E、SHE（Category B is without QM）

*World Class Award and Advanced Special Award is necessary to explain all pillar

➢ You must make the materials by Power Point.

If you will submit video presentation, you must attach materials data of PDF.

➢ You must make the materials include audio presentation or notes, not just materials. *Note 1

* Japanese is preferred, but English is also acceptable.

➢ Suggested within 30 pages of Power Point per topic

＊Include page numbers in the material, and don't change it, because to use it when 2nd Stage Assessment question time.

➢ It is easier to understand if you include a summary page (aims, objectives and results of the activity, what kind of activity was done) at the beginning.

➢ It is also recommended to attach a video of the target equipment and processing conditions.

＊This is not a video presentation, but rather an introduction to the process and equipmen.

＊Add audio or subtitle to the video, if necessary.

＊Videos should be embedded in Power Point or in a separate file format.

（If you submit in a separate file format, the file name should be able to tell which explanation the video is about.）

➢ If you possible include a picture of activity board in Power Point.

➢ Refer to [5. Others], to attach a name to file title.

＜Others＞

➢ Material preparation and presentation should have a flow to make it easier to understand.

Ex）Subject except of AM

Introduce member → Setting theme → Capturing the status quo (Loss analysis) →Goal stetting →Improvement plan → Analyzing and countermeasure planning →Enforcement（Case of successes and failures）→Confirmation of effect（Results and Challenges）（→ Stetting breaks →Expand the solution）

Ex）AM

Introduce member →Setting a theme（Target equipment and process → Activity each Step（in case） →Indicator CIL and so on→ Tags etc. →Confirmation of effect（Results and Problem）

D) Plant instructional video

＜Purpose＞

➢ Support to let assessors know what kind of plant and understand the whole plant for can't visit them at your

plant.

- ➢ In particular, images of the manufacturing process and actual equipment can supplement images that are lacking in other materials.

＜Make the Material＞

- ➢ Create as video footage.
- ➢ Include the following contents.
  - －The exterior of your plant（Not required）
  - －Overhead view of your plant（Not required）
  - －Your products（Photos are acceptable）
  - －Process of your plant（Can understand scene main process）
  - －Production equipment（Main item）
  - ＊If you have already the video about introduce your company/plant, you can add the necessary videos to it OK. (Separate files are acceptable)
- ➢ Image quality don't have to be the highest quality, because can't send and receive the data it size is too large.（Recommend：360p:640x360pixcel - 540p:960x540pixcel）
- ➢ The video length should be 10 minutes or less at most.
- ➢ Refer to [5. Others], to attach a name to file title.

＜Others＞

- ➢ If possible, please give JIPM permission for secondary use for the following purposes.
  - －Introduce your plant after auditee. (To publish our web page）
  - －Explanation materials according to TPM Awards Assessment.
  - *If you give us permission, please write "Secondary Use OK" in your files titles.

E) Assessment Schedule（Agenda）

＜Purpose＞

- ➢ This is common material that time schedule on the day of 1st Stage Assessment.

＜Make the Material＞ *Refer to：Agenda sample

- ➢ 1st Stage Assessment schedule have been composed following items.
  - -Introduction
  - -Room Presentation (Schedule A)
  - -On-site Presentation (Schedule B)
  - -Feedback
- ➢ Assessment time (excluding break time) is max 5 hour (300 min) at the day.
  - *If you have applied Assessment for 2days, 5 hours x 2days.
- ➢ Start and finish time to be determined in consultation with the TPM Award Office, taking into account the time difference from Japan.
- ➢ Refer to [5. Others], to attach a name to file title.
- ➢ Each introduction is followings,

【Introduction】　　Reference：About 5 min
- ✧　Introduction of Assessment attendees and assessors
- ✧　Confirmation Assessment schedule
- ✧　Announcement from yourside.

【Room Presentation（Schedule A）】　　Reference：About 100～120 min
- ✧　Based on Room chapters of Room Presentation, you will have 3-4 chapter/1 pause and will be Question and Answer.
- ✧　Based on D）Room Presentation Materials, you will have published its summary about 3 min/chapter, regarding to each chapter.

  *Total presentation time: About 35 min
- ✧　Take a question time about 25 min each 1 pause.

  *Total question time: About 75 min
- ✧　Apart from the presentation of each chapter, at the beginning of Room Presentation, explain the important points and questions raised in the 1st Stage Assessment.

  *It will be included the presentation, don't necessary explain it.
- ✧　Presentation materials should not be changed significantly from those submitted in advance to finish in time.
- ✧　Pass a comment "This will take some time, so I'll answer after the other questions." and answer other questions, when you need more time for answer in Q&A

【Onsite Presentation（Schedule B）】　　Reference：About 120～150 min
- ✧　First, play the video showing the atmosphere of the your plant (The same as submit F (factory instructional video) is fine.), you explain regarding to the overall view of your plan and line.
- ✧　Based on submit E (On-site Presentation), you will give the presentation and question and answer regarding to each pillars.

  *Presentation: About 8 min/case.

  *Q&A: About 10 min/case.
- ✧　＊Due to time constraints, it is not necessary to explain all topics in the presentation on the day, but the following are required.

  FI、AM、PM、QM、T&E、SHE（Category B is without QM）
- ✧　On the day of 2nd Stage Assessment, no presentations will be made by bringing cameras to the On-site.
- ✧　Presentation materials should not be changed significantly from those submitted in advance to finish in time.
- ✧　Pass a comment "This will take some time, so I'll answer after the other questions." and answer other questions, when you need more time for answer in Q&A

【Feedback】Reference：About 30 min
- ✧　Each assessor will have 10 to 15 min to feedback your assessment.

【Brake time】
- ✧　Take a short break of 5 to 10 min every 60 min.

- ✧ Take a lunch break of 45 to 60 min, taking into account time differences and other factors.
- ✧ Take a break of 30 min before the feedback.

＜Others＞
- ➢ Refer to 2022 TPM Award Outline for details
- ➢ You will be responsible for moderating the Assessment.
- ➢ If you apply 2days the Assessment, you may increase the time allocation and number of presentations as appropriate.
- ➢ After submit the agenda, it shouldn't be change significantly.

   *If you have any questions, you ask to TPM Award Office as soon as possible.

   * If you have a few minor corrections, please let us know on the day of the assessment.
- ➢ The Q&A time will be conducted through an interpreter, so make sure you have a generous schedule.
- ➢ You will need to arrange for an Japanese interpreter.

4. On the day of 1st Stage Assessment
- ➢ Connection check: You must connect to system before 30min starting the Agenda "Introduction Agenda".

   * Confirmation: Sharing video, sound and data.

   *After Confirmation: Leave the system connected and stand by. (Video and sound are off)
- ➢ From the start time, proceed with the assessment according to the agenda.

   *Introduction → Room Presentation → Onsite presentation → Feedback

   *You will be responsible for moderating the Assessment.
  - ✧ Keep the following in mind to ensure smooth the Assessment.

     -Be concise in your answer.

     -Ask assessors soon when you can' understand intention of question.

     - Pass a comment "This will take some time, so I'll answer after the other questions." and answer other questions, when you need more time for answer in Q&A
- ➢ You should operate screen sharing of your material data.

   * Prepare to that assessors will ask questions using the pages listed in the pre-submission materials.

     Ex 1) About ●● graph on page xx of the Activity Report.

     Ex 2) About Loss Cost Matrix on page xx of the Power Point.

     →Must not change page number of the materials after submit, because the Assessment will not   proceed on time.

       If there are any changes in the content of the material, make a separate sheet.
- ➢ If you need record of the Assessment, make your own recordings using on-line conference system.
- ➢ Emergency contact（TPM Award Office Mobile）

   +81 90 3171 9425 *Only use on the day of 2nd Stage Assessment

5. Others
- Interpreter

・Interpreter has important role that communicate between you and assessors, so you have to arrange interpreter (translation the materials and the assessment on the day) who desire has the followings: Japanese interpretation experience, understanding of the manufacturing industry and TPM.

*In past Assessment, there were cases where interpreter didn't have enough skills to understand the language of the assessors or the explanation of the auditee.

This means that even if your activities are excellent, the assessors will not understand.

We ask for your consideration in order to conduct a mutually satisfactory assessment.

- Use of Materials

・The submitted materials will be used only for Assessment of TPM Award and will not be used for any other purpose.

・Materials submitted in data format will be stored and managed by JIPM, but materials distributed to assessors will be collected and deleted.

- Sending data for submitted materials（subject to change）

・JIPM is using data sharing service. We will announce a link and password for data submission folder for each plant, so please use that when submitting data.

*If you are not able to use data sharing service, you can use other methods.

・If the data size is too large, there is a higher probability of errors when receiving or viewing the file.

Especially, video file don't need high quality. (Recommend: 360p:640x360pixcel - 540p:960x540pixcel)

・Deadline for submission of materials must be strictly adhered to. If you can't make it in time, contact the TPM Award Office as soon as possible.

・After sending all the data to be submitted, contact the TPM Award Office with the details of your submission.

Ex) PDF 4 files, PPT 12 files, MP4 3files

・File name should be created according to the following rule, because to avoid confusion.

Your ID_Code for submission of materials_Title
　　①　　　　　　　　②　　　　　　　　　③

①Your ID：

JIPM will inform each plant

②Code for submission of materials：

In this guide, refers to A – E codes used for each submission of materials.

A: TPM Activity Report

B: Room Presentation Materials

C: On-site Presentation Materials

D: Plant Introduction Video

E: Assessment Schedule (Agenda)

③Title：Concise name that describes the contents of the file. Prohibition except number and alphabetic characters. (a to z)

Ex)

   ID88 plant create the file about "Chapter4 Focused Improvement of B: Room Presentation Materials".

   → 88_B_04FI

   ID05 plant create the file about "Quality Maintenance's case study of C: On-site Presentation Materials".

   → 05_C_QM

Note 1) about adding audio presentation or notes for presentation materials

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.