

A large, light gray watermark of the TPM logo is centered on the page. It features a stylized 'T' on the left and 'P' and 'M' on the right, with a registered trademark symbol (®) to the right of the 'M'.

2007 TPM Award Application Outline

This Application Outline is valid for regions outside of Japan for 2007 TPM Awards only.
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TPM Awards

Established 1964, with the purpose of encouraging development of the manufacturing industry, factories which displayed remarkable achievement in plant maintenance were presented with PM Excellence Awards, the predecessor of TPM Awards. Since the 1971, the awarding criteria were changed due to advancements in plant maintenance technology, and factories which displayed remarkable achievement in Japan originated Total Productive Maintenance were presented with TPM Awards. In response to further advancements, the definition of TPM was refined in 1989. It now encompassed the entire company from the shop floor to the executive boardroom, creating a true company wide commitment to production excellence. As a result, factories which have achieved company-wide efficiency by adopting company-wide TPM are presented with the award.

From 2007, “Assessment Agencies”, public agencies authorized by JIPM, will carry out the assessment in accordance with the assessment criteria of JIPM. The Assessment Agencies will evaluate TPM Awards applicants on the basis of First Stage Assessment and Second Stage Assessment while the TPM Awards Committee of JIPM will take charge of the final approval of passing. The JIPM “TPM Awards” will be conferred to the approved, successful candidate by JIPM, as is conventionally done.

Categories

There are seven categories from which a plant may apply. Each category has different eligibility and requirements.

Award for World Class TPM Achievement

Any plant which has won “Special Award for TPM Achievement” in the past and continues to excel in developing innovative and creative activities and continues to produce positive effects with TPM is eligible to apply. To qualify for this award, sites must score a minimum of 85 points using our 100 Point Advanced Assessment Criteria.

Advanced Special Award for TPM Achievement

Any plant which has won “Special Award for TPM Achievement” in the past and has shown continuous improvement towards a level of “Award for World-Class TPM Achievement” is eligible. To qualify for this award, sites must score a minimum of 80 points using our 100 Point Advanced Assessment Criteria.

Special Award for TPM Achievement

Your site must have previously received Award for TPM Excellence, 1st Category in order to apply for this award. Your site must be continuously demonstrating achievement through innovative and distinctive TPM Activities. To qualify for this award, sites must score a minimum of 85 points using our 100 Point Intermediate Assessment Criteria.

Award for Excellence in Consistent TPM Commitment, 1st Category

Your site must have previously received Award for TPM Excellence, 1st Category in order to apply for this award. Your site must display continued improvement and advancement of TPM ideals. To qualify for this award, sites must score a minimum of 80 points using our 100 Point Intermediate Assessment Criteria.

Award for TPM Excellence, 1st Category

To qualify for this award, sites must score a minimum of 80 points using our 100 Point Primary Assessment Criteria.

Award for Excellence in Consistent TPM Commitment, 2nd Category

Your site must have previously received Award for TPM Excellence, 2nd Category in order to apply for this award. Your site must display continued improvement and advancement of TPM ideals. To qualify for this award, sites must score a minimum of 75 points using our 100 Point Primary Assessment Criteria.

Award for TPM Excellence, 2nd Category

To qualify for this award, sites must score a minimum of 70 points using our 100 Point Primary Assessment Criteria.

Notes

1. Each Award Category is applicable by plant/factory. (Applications for single department or lines are not eligible).
2. Applicant must have implemented Total Productive Maintenance (TPM) for three or more years prior to the date of Second Stage Assessment.
3. Complete understanding of this application outline.
4. Complete payment of fees by required dates
5. The period between winning an award and applying for the next award category must be two years; however, in certain situations this requirement may be waived.
6. An assessment is defined as 09:00 -17:00 or as 8 hours, including a one hour lunch. Your time schedule must be formatted to fit this time frame.
7. Assessment Agency will make reservation for air tickets to the nearest international airport from your site to your site. In case any ground transportation, such as railway transportation, to your site is required, applicant must provide all necessary transportation. Concerning the safety, the highest grade such as first class is required for transportation provided.
8. The eligibility of applications from sites which have had a serious accident resulting in pollution, explosions, fires and/or serious injury or which has been/is involved in any social scandal within a year of application will be decided by the TPM Awards Council.

Assessment Fee

First Stage Assessment Fees

Asia A (Taiwan, Korea)	900,000 JPY
Asia B (Indonesia, Thailand, Philippines, China)	950,000 JPY
Asia C (India, Middle Eastern Countries, Turkey)	1,100,000 JPY
Oceania	1,300,000 JPY
African Countries	1,300,000 JPY
Eastern European Countries	1,300,000 JPY
Western European Countries	1,300,000 JPY
Northern and Central American Countries	1,200,000 JPY
South American Countries	1,600,000 JPY

Second Stage Assessment Fees

Award for World Class TPM Achievement

Advanced Special Award for TPM Achievement

Special Award for TPM Achievement

Asia A (Taiwan, Korea)	1,050,000 JPY
Asia B (Indonesia, Thailand, Philippines, China)	1,100,000 JPY
Asia C (India, Middle Eastern Countries, Turkey)	1,250,000 JPY
Oceania	1,450,000 JPY
African Countries	1,450,000 JPY
Eastern European Countries	1,450,000 JPY
Western European Countries	1,450,000 JPY
Northern and Central American Countries	1,350,000 JPY
South American Countries	1,750,000 JPY

Award for Excellence in Consistent TPM Commitment – 1st and 2nd Category

Award for TPM Excellence – 1st and 2nd Category

Asia A (Taiwan, Korea)	900,000 JPY
Asia B (Indonesia, Thailand, Philippines, China)	950,000 JPY
Asia C (India, Middle Eastern Countries, Turkey)	1,100,000 JPY
Oceania	1,300,000 JPY
African Countries	1,300,000 JPY
Central and Eastern European Countries	1,300,000 JPY
Western European Countries	1,300,000 JPY
Northern and Central American Countries	1,200,000 JPY
South American Countries	1,600,000 JPY

Please note that fees above are shown in Japanese currency as a guide. Your fee will be charged in currency that is decided by Assessment Agency.

Above fees include AIRFARE to the international airport that is the closest to your site. In case an additional TPM Awards Assessor and/or day(s) is needed to carry out the assessment, when requested by applicant due to the size of plant/factory or for any other reason, an additional fee will be charged to the applicant.

Transportation

- Assessment Agency will make reservation for air tickets. Please indicate the name of the nearest airport from the applying site on the application form.
- Under necessary circumstances, Assessment Agency may ask applicant to reserve and pay for air tickets.

Accommodation Expense

- Accommodation expenses that are necessary to carry out an assessment will be paid by the applicant. A necessary stay is considered a maximum of 3 nights.
- If necessary, expenses to carry out an assessment other than the items above were reported, the necessary expenses will be charged to the applicants.

2007 TPM Awards Overall Schedule

Application Form for 2007 TPM Awards must reach JIPM offices by

January 31st, 2007 by Email

*An Original copy of the application with authentic signature must be submitted by mail in time to meet the deadline.

Please also send by e-mail to meet the deadline, just before you send mail, so that it will be confirmed in advance.

First Stage Assessment Invoice Issue Date: to be updated
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First Stage Assessment: April – June, 2007	
Required Material	Deadline
<ul style="list-style-type: none"> • TPM Activity Report (3 paper copies and 2 CD) • Guide for First Stage Assessment(1 copy by email) • Company/Plant Brochure (1 copy by email) 	30 days prior to the designated First Stage Assessment Date
<ul style="list-style-type: none"> • The Minutes of First Stage Assessment (1 copy by email) 	30 days after the First Stage Assessment Date

Second Stage Assessment Invoice Issue Date: to be updated

Second Stage Assessment : October – December, 2007	
Required Material	Deadline
<ul style="list-style-type: none"> • TPM Activity Report (3 paper copies and 2 CD) 	30 days prior to the designated Assessment Date
<ul style="list-style-type: none"> • Guide for Second Stage Assessment (1 copy by email) • Minutes of First Stage Assessment (1 copy by email) • Kaizen/Improvement Report (1 copy by email) 	30 days prior to the designated Assessment Date
<ul style="list-style-type: none"> • The Minutes of Second Stage Assessment (1 copy by email) 	30 days after the Second Stage Assessment date

Awards Winner will be announced by JIPM (Date: to be updated)
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TPM Activity Report:

Make five (5) paper copies of the report and two (2) CD.

Send three (3) paper copies and two (2) CD to Assessment Agency or an appointed address by Assessment Agency (Before March 31, send to TPM Awards Office at JIPM) by the due date.

* For inquiries, please contact your Assessment Agency.

(Before March 31, 2007, please contact to JIPM at tpmawards@jipm.or.jp)

First Stage Assessment Invoice and Second Stage Assessment Invoice will be issued by your Assessment Agency.

1. First Stage Assessment

First Stage Assessment Period: April – June, 2007

Purpose of First Stage Assessment is to determine the progress of the applicant's TPM implementation level whether the applicant can progress to Second Stage Assessment.

TPM Awards Assessor(s) will visit applicants' sites for First Stage Assessment which will take one full day.

Evaluation/comments of the First Stage Assessment will be disclosed at the end of the Assessment.

Required Documents

Submission Deadline: **Within 30 days prior to First Stage Assessment Date**

**Send to Assessment Agency or an address appointed by Assessment Agency
(Before March 31, 2007 Send to TPM Awards Office at JIPM)**

- TPM Activity Report (3 copies and 2 CD)
 - * Information in the CD format should be protected as a security measure *
- Guide for First Stage Assessment must be submitted via E-mail (Guide must include Assessment Program and On-Site Presentation Program)
- Company/Plant Brochure

Submission Deadline: **Within 30 days after the designated First Stage Assessment Date**

Send to Assessment Agency or an address appointed by Assessment Agency

- Meeting Minutes of the First Stage Assessment

2. Second Stage Assessment

Second Stage Assessment Period: October – December, 2007

TPM Awards Assessors will visit applicant's sites, which have qualified for Second Stage assessment.

The Second Stage Assessment takes one full day. Evaluation/comments of the Second Stage Assessment will be disclosed at the end of the Assessment.

Required Documents:

Submission Deadline: **To be announced**

Send to your Assessment Agency or an address appointed by Assessment Agency

- TPM Activity Reports (3 copies and 2 CD)
 - * Updated information from the First Stage assessment should be easily recognized by the assessor such as highlighting the section with the updated information. Sections with new improvement cases also should be highlighted to be found easily. *
 - ** Information in the CD format should be protected as a security measure **

Submission Deadline: **Within 30 days prior to Second Stage Assessment Date**

Send to Assessment Agency or an address appointed by Assessment Agency

- Guide for Second Stage Assessment must be submitted via E-mail (Guide must include Assessment Program and On-Site Presentation Program)
- Meeting Minutes of First Stage Assessment and "KAIZEN" Improvement Report

Submission Deadline: **Within 30 days after designated Second Stage Assessment Date**

Send to Assessment Agency or an address appointed by Assessment Agency

- The Minutes of Second Stage Assessment (1 copy)

The results for the TPM Awards Second Stage Assessment will be decided by the Assessment Agency and the TPM Awards Committee Council will take charge of the final approval of passing. The results will be announced to the contact person as stated on the application form from Assessment Agency by E-mail. The Awards winners will be listed on JIPM Web-Site (<http://www.jipm.or.jp/en>)

3. Withdraw and Refund Policy

The applicant may withdraw the application at anytime by submitting a Withdraw Sheet by fax and postal mail (withdraw sheets submitted by email will not be accepted) However, the withdrawal sheet must be submitted a minimum of 30 days prior to your assessment date; otherwise, refunds will not be issued.

Please contact your Assessment Agency for the withdraw form. (Before March 31, 2007, please contact to JIPM at tpmawards@jipm.or.jp)

Any banking fees will be deducted prior to refund. Please contact Assessment Agency for further withdraw and Refund policy.

4. Disqualification

In Case of Serious Accident

In the unfortunate event that a TPM Award applicant has an accident, such as pollution, fire, explosion or other accident during a period of one year prior to the TPM Awards Application Deadline to TPM Awards Committee Council the TPM Awards Committee has the right to determine whether the applicant can be considered. Furthermore, the Committee may decide whether disciplinary action, such as disqualification or suspension will be taken against the applicant.

In the unfortunate event that a TPM Award Winner has an accident, such as pollution, fire, explosion and any other accident, during the period between the TPM Awards Committee Council and March 31st 2008, the TPM Awards Committee will decide whether repealing award is appropriate or not. If the decision is to repeal the award, the commemorative object, such as an award plaque must be immediately returned to your Assessment Agency or an address appointed by Assessment Agency.

Under both circumstances, a full accident report must be submitted as soon as possible to your Assessment Agency or an address appointed by Assessment Agency.

Social Scandal

In the unfortunate circumstance that an applicant has a social scandal during a period of one year prior to the TPM Award application deadline, the TPM Awards Committee has the right to determine whether the applicant can be considered.

In the unfortunate event that a TPM Awards applicant/winner has a case of misbehaving social affair (i.e. scandal) during the period between the deadline of application and March 31, 2008, the TPM Awards Committee will decide whether repealing award is appropriate or not. If the decision is to repeal the award, the commemorative object, such as an award plaque must be immediately returned to your Assessment Agency or an address appointed by Assessment Agency.

Under both circumstances, a full case report must be submitted as soon as possible to your Assessment Agency or an address appointed by Assessment Agency.

5. Preparation for Assessment

Preparation of Accommodation

- Hotel rooms should be equipped with appropriate lighting and a desk for reading documents and writing reports.
- Wake up calls should be arranged for the assessors
- All hotel expenses incurred during stay should be billed directly to your company.
- Designated clothing needed to enter your plant/factory such as uniform, hardhat, etc., should be available in the room.
- Copies of all material submitted to TPM Awards Office at JIPM should be available in the room.

Preparation of Explanatory Documents

Explanatory Documents such as slide copies and other presentation material for TPM Activity Presentation/On-site Presentation should be available at the Assessor's desk.

Preparation of the Venue

Prepare one microphone per one or two assessors.

Appropriate stationery, such as note pads, sticky notes, pens and marker, should be prepared on each desk at TPM Awards Assessors' rooms.

Interpreter

To avoid misunderstandings due to language barriers, an interpreter of Japanese from your native language should be made available.

TPM Activity Presentation

- Presentations should be scheduled 50 to 60 minutes and focused on the point you would like to emphasize.
- Describe improved conditions precisely in regard to the subjects that have been remarkably improved.
- Provide a period of more than 30 minutes for questions and answers after all presentations have taken place.

On-Site Presentation

- Depending on necessity, wireless microphones and receivers should be available.
- Post pictures taken before improvements.
- On-Site presentation aims at examining plant conditions, examples of improvement on equipment, and presentation of "KAIZEN" examples.
- The presentation should include an explanation of each TPM pillar of TPM implementation, such as "Kobetsu-KAIZEN," Autonomous Maintenance, Planned Maintenance, etc.
- Presentation of "KAIZEN" examples should be performed at the scene with equipment at work. If the noise is too loud, explanations should take place in another area and equipment be examined later.
- If the size of the plant is too large or widely spread out, assessors and presenters will be split into small groups, and assessment will be conducted concurrently in several locations.
- Allocate enough time for transferring between facilities/locations.

Break Time

- Allocate break times appropriately.

TPM Awards Assessor Meeting

- Assessors provide comments of the Assessment.
- The meeting is only attended by Assessors and is closed to consultants and applicants.
- Please allocate more than 45 minutes for the meeting including changing clothes.

Feedback

- The assessors share their impressions, interests and concerns at the final comment session.
- Comments of each assessor usually requires more than 15 minutes.

Miscellaneous

In order to adhere to the provided schedule, a timekeeper should be designated to manage the time allocated.

Inform the Assessment Agency and receive a written permission in advance, if the assessments will be recorded on video, (The uses of recorded material must not violate JIPM's copyrights. For more information on these copyrights, please contact Assessment Agency.

Notice

- TPM Activity Reports should be sent by international courier.
- First Stage Assessment and Second Stage Assessment Minutes/Kaizen Improvement report must be sent by e-mail.
- All submitted documents are not returnable.
- If your plant has qualified for the award, the company's/plant's name as stated on the application will appear on the award plaque; therefore, when any changes in information which conflict with what appears on the application form, you must report these changes to Assessment Agency immediately.

Communication

- All inquiries and the required Documents should be sent to your Assessment Agency or an address appointed by Assessment Agency and must meet respective due dates. (Before March 31, 2007, all should be sent to TPM Awards Office at JIPM)
- All the communication regarding TPM Award will be done between the designated contact person on the application form and your Assessment Agency. (Before March 31, 2007, TPM Awards Office at JIPM).

Confidentiality

All documents you submit to Assessment Agency/TPM Awards Office at JIPM will be destroyed except one TPM Activity Report in CD Format for our archives. If you would like your TPM Activity Report returned, please contact Assessment Agency. The Report will be returned by receiver-pay international courier.

Before March 31, 2007

JIPM (Japan Institute of Plant Maintenance)

TPM Awards Office

E-mail: tpmawards@jipm.or.jp

Add: Shuwa Shiba-Koen 3-Chome Bldg. 5F 3-1-38 Shiba-koen,
Minato-Ku, Tokyo 105-0011, Japan

TEL: +81-(0)3-3433-0360

FAX: +81-(0)3-3433-8665

TPM Awards Office will inform you about your Assessment Agency.

Reference

I. Assessment Criteria

Advanced Assessment Criteria: Award for World-Class TPM Achievement
Advanced Special Award for TPM Achievement

Assessment Categories	Brief Description
TPM Policies and Objectives	<ul style="list-style-type: none"> – Corporate visions for business growth in the 21st century.
Creative TPM Activities	<ul style="list-style-type: none"> – Creative TPM activities, designed to meet specific company needs, are in progress.
Individual Improvement (Kobetsu Kaizen)	<ul style="list-style-type: none"> – Profitable plans have been achieved by reduction of manufacturing costs. – Less equipment replacement is being realized. – Factor analysis, high leveling and theoretical system have been completed. – Equipment has been uniquely improved that the company may be proud in its industry, and making achievement.
Autonomous Maintenance	<ul style="list-style-type: none"> – Autonomous plant maintenance is evolving into autonomous production maintenance, with a high level autonomous maintenance skill. – A friendly and comfortable workplaces exist ecologically along with easy-to-operate machines. – Innovative activities that are making contributions to management are taking place. – Suggested activities directly related to company management are making achievements. – Systematized maintenance training has been established to gain skills and achievements have been made.
Planned Maintenance	<ul style="list-style-type: none"> – The equipment conditions are well comprehended; equipment is systematized. – Equipment diagnosis techniques are available both in terms of hardware and software; the whole process is being systematized; detailed plans are being made available – System and concept of optimal maintenance is completed. – Reliable systems are in place for gaining skills related to planned maintenance. – Prevention systems are in effect to avoid occurrence of machine breakdowns; such systems being applied horizontally across different functions.
Quality Maintenance	<ul style="list-style-type: none"> – Quality maintenance is being implemented extensively. – Systemization of quality maintenance has been developed and has become a source of pride for the company in its industry; consequently quality can be guaranteed. – Quality maintenance at the product development stage is in effect. – Information related to quality is available on-demand and is utilized for maintaining equipment. – Zero customer complaints and zero defects are standardized, and are being achieved.
Product and Equipment Development and Control	<ul style="list-style-type: none"> – Improvement of design takes place consistently to reduce manufacturing costs. – A mutual relationship between product development and equipment development is fully considered. – Production techniques which are unique to the company in its industry are being developed. – Excellent product recycling design and systems. – The number of cases which show examples of user-friendly product design and development is available.
Training and Development	<ul style="list-style-type: none"> – An ideal of training has been developed individually among employees of different jobs and positions; training is being implemented to help achieve such goals. – TPM instruction is underway aimed at increasing knowledge. – The number of certified maintenance specialists increasing. – Results of TPM implementation are periodically announced or posted; exchanging experiences with other plants for the purpose or mutual development is taking place.
Administrative and Supervisory Departments	<ul style="list-style-type: none"> – Improvements are being carried out precisely. – Shortening working hours in an effort to create a more comfortable environment for senior employees has been implemented. – The departments of production, sales and distribution have all been integrated. – Specific improvement to increase 4 levels of satisfaction, CS, ES, SS and GS, is in process.
Safety, Sanitation and Environmental Control	<ul style="list-style-type: none"> – Environmental assessment is being carried out in new project areas. – Physically demanding labor has been automated and user-friendly equipment is in place. – The link between the basic company philosophy in relation to environmental protection is clearly established. – Sufficient efforts are exercised to increase awareness of safety and health issues.
Effects and Evaluation of TPM	<ul style="list-style-type: none"> – TPM activities have been planned with a goal-oriented emphasis.

Intermediate Assessment Criteria: Special Award for TPM Achievement
Award for Excellence in Consistent TPM Commitment – First Category

Assessment Categories	Brief Description
TPM Policies and Objectives	<ul style="list-style-type: none"> – Corporate visions for business growth in the 21st century.
Innovative TPM Activities	<ul style="list-style-type: none"> – Innovative TPM activity, designed to meet specific company needs, is in progress.
Individual Improvement (Kaizen)	<ul style="list-style-type: none"> – The concept of zero loss is in place being practiced. – There are a number of available cases which demonstrates good results using PM analysis. – System of man and machine that meet management targets are completed. – There are a number of Kaizen (Improvement) examples which are directly related to company management. – Easy to operate equipment has been researched and developed.
Autonomous Maintenance	<ul style="list-style-type: none"> – Autonomous maintenance is in place and a system to gain maintenance skills has been developed. – Small-group activities have been revitalized and specified achievements are gained. – Employees are actively participating in contributing to Kaizen suggestions, and many have proven to have a high applicability potential. – Continuation of improving techniques for “level-up.”
Planned Maintenance	<ul style="list-style-type: none"> – Computerized systems are successfully being used for purposes of spare parts control, maintenance cost control, maintenance information and etc. – The concept of optimal maintenance cost is being effectively applied. – Equipment diagnostic techniques are steadily being applied and are showing results. – Technological development aimed at maintenance automation is well in progress. – A number of cases are available which demonstrate excellent results of corrective maintenance.
Quality Maintenance	<ul style="list-style-type: none"> – The role of quality maintenance in quality assurance has been clearly established. – Systems are in effect for defect-free conditioning and condition control. – Systems are in effect for the manufacture of defect-free equipment. – Systems are in effect for zero defect production.
Product and Equipment Development and Control	<ul style="list-style-type: none"> – Systems are in effect for the development and control of plant and products; results have been achieved. – Systems are in effect for economic comparison, and risk analysis of plant investment alternatives. – Systems are in effect for MP design and MP information feedback. – A Number of cases are available which demonstrate the capability of producing easy-to-make products and easy-to-use equipment. – Plants and products have been developed which meet high-level customer satisfaction.
Training and Development	<ul style="list-style-type: none"> – Training environment, curriculum and tools are all in order for the improvement of knowledge, skills and techniques. – Internal TPM instructors have been trained and appointed. – All company staff eligible for taking a certified maintenance specialist course have taken the examination, with a high passing rate. – Criteria for training assessment are well in order and are proving to be conducive to operator revitalization. – A challenging training program provides a comfortable working environment through gained skills.
Administrative and Supervisory Departments	<ul style="list-style-type: none"> – People-friendly, pleasant offices are in place. – Actions are being taken to provide shorter work hours and care of senior workers. – Support is being rendered to production departments in an efficient manner, and improvements of such support systems are still under way. – Cost control is in effect by product. – Work improvement is aggressively being pursued, and concrete results are being obtained.
Safety, Sanitation and Environmental Control	<ul style="list-style-type: none"> – Company policies regarding safety and environment are being observed in every area of company operation. – Human contact is aggressively being pursued on production floors. – Work environment protection – for noise, smell, light, etc. – is in effect. – Zero accident and zero pollution are being pursued in an effort to create an earth-friendly plant. – Safety, sanitation and accident prevention are all adequately being dealt with.
TPM Effect and Evaluation	<ul style="list-style-type: none"> – TPM activities have been planned with a goal-oriented emphasis.

Primary Assessment Criteria: Award for TPM Excellence – First Category
Award for Excellence in Consistent TPM Commitment – Second Category
Award for TPM Excellence – Second Category

Assessment Categories	Brief Description
TPM Policies and Objectives and TPM Organization/ Management	<ul style="list-style-type: none"> - The relationship between company policies and TPM polices is clearly defined. - TPM policies and objectives have been set forth and observed by all the departments and sections. - Accomplishments of TPM policies and objectives are documented and available to all concerned. - TPM policies and objectives can be checked in terms of PQCDMS. - TPM organization is based on overlapping small group activities. - A TPM promotion committee, or similar, exists to promote TPM inside the company. - TPM promotion units exist within departments/sections to help facilitate TPM within departments/sections. - Various groups are working to ensure coordination with other organizational groups. - Small groups in the front line have been vitalized. - Professional maintenance staff has been assigned.
Individual Improvement (Kaizen)	<ul style="list-style-type: none"> - Terms and definitions are being made clear on production department losses; also, objectives and policies are clear and specific. - The status of production department losses is available. - Cases of individual improvement on model equipment are being applied horizontally. - Managers are taking part in individual improvement project teams as leaders and are other staff and experts, to yield excellent results. - Objectives are set forth for each subject of individual improvement, and also contributions are being made clear by performance index. - Results of improvement are being announced quantitatively and in terms of PQCDMS - Kaizen activities are actively being carried out – both in terms of quantity and quality. - PM analysis and other necessary tools are effectively being used for Kaizen activities. - Subjects for individual improvement are being prioritized. - Standardization is in effect wherever necessary to ensure Kaizen results are in place.
Autonomous Maintenance	<ul style="list-style-type: none"> - Autonomous maintenance is being carried out step-by-step and is being assessed by managers as appropriate. - Workplace/on-site visual boards are in place which shows the status of activities, goals, accomplishments and issues to be resolved. - Operators are being trained to be knowledgeable about malfunctions; they are also trained in the techniques of detecting and/or correcting malfunctions and offering Kaizen ideas. - Operators are being trained to take care of their equipment by themselves by means of “Pokayoke” inspection, etc. - Actions are being taken to prevent dirt, dusts, stains, scattered raw materials and oil leakage, etc. on equipment and the floor. - Cleaning, lubrication, re-tightening and inspection are being carried out precisely as specified by routine; the sources of such trouble are well under control. - Excellent visual controls are in effect, such as matching by marks, use of lubrication labels, etc. - Excellent storage procedures are in effect for tools, toolboxes, jigs, fixtures, carts, etc.; cleaning is carried out routinely. - One-point lessons are available and are being offered as a part of training. - Model equipment is being developed and managed by the lead operator(s) and being used as an example for horizontal deployment to other equipment.
Planned Maintenance	<ul style="list-style-type: none"> - Autonomous maintenance and planned maintenance are clearly defined; both operate with shared responsibility. - Time-Based Maintenance (TBM) and Condition-Based Maintenance (CBM) are being selectively used. - Specialized maintenance techniques, such as repair, inspection, lubrication control and breakdown analysis techniques are at a satisfactory level. - Equipment reliability, maintainability and rate of utilization are available quantitatively. - Corrective maintenance is aggressively being pursued, and feedback is being provided to MP design. - Spare parts, molds, jigs, fixtures, measuring equipment, drawings, etc. are all stored as data and being adequately utilized. - Maintenance information control is being systematized. - Appropriate equipment diagnostic techniques are being put to use and with excellent results. - Maintenance costs are being adequately budgeted and controlled.

<p style="text-align: center;">Quality Maintenance</p>	<ul style="list-style-type: none"> - The relationship between quality and equipment is well defined; defect-free equipment is being used and maintained. - Actions are being taken to prevent recurrence of quality defects related to man and machine. - Overall equipment breakdown rate is on the decrease. - The relationship between quality characteristics, conditions, equipment precision, etc., is well known. - Q components on the equipment have been designed for easy inspection. - Various analytical techniques are being applied hierarchically. - Few repetitive defects are recorded, showing that defect prevention is under control. - Actions are being taken to uncover and keep under control equipment-based sporadic defects through inspections. - Quality control training and education are in progress to help reduce equipment-based defects. - Initial phase control is being exercised on products and equipment, with excellent results.
<p style="text-align: center;">Product and Equipment Development and Control</p>	<ul style="list-style-type: none"> - Initial phase control is being exercised on products and equipment, and it is making positive result. - Initial phase control of products and equipment is in place including DR and debugging. - Initial phase control of products and equipment is well defined for control items and yardsticks. - Relationship between products, process and equipment planning is well maintained. - Safety, reliability, maintainability, operability and economy are fully taken into consideration in product/equipment planning, development and design. Design reviews are effective. - MP design approach and implementation in equipment, molds, jigs and fixtures are all systematized. - Information feedback system for MP design is in place. - Uncertain factors are taken into consideration in equipment planning. - Economic comparison and risk analysis of plant investment plans are carried out appropriately. (LCC and LCP assessment is being executed.) - Equipment budgeting and controlling in appropriate.
<p style="text-align: center;">Training and Development</p>	<ul style="list-style-type: none"> - The knowledge and skills needed for managers, staff and maintenance workers is well known. - Who has weak/strong knowledge about which equipment, etc., is well known. - Important training subjects are related to the company's future plans. - Systematic training programs are available for managers, staff, operators and maintenance workers. - The curriculum designed for the upgrading of skills for operators and maintenance workers are available and are being used; it is at all times subject to improvement. - A place is being provided for the advancement of maintenance skills. - Communication training is being actively pursued for the overall upgrading of work skills. - The effect of training and education is known. - There are enough maintenance technicians who are qualified to do the work. - Staff actively participates in outside lectures and training meetings; they also are aggressive in gathering data and information.
<p style="text-align: center;">Administrative and Supervisory Departments</p>	<ul style="list-style-type: none"> - PQCDSM and TPM are appropriately interrelated. Also terms and definitions of "Loss" are clearly defined along with objectives and accomplishments. - Activities are geared to help streamline production departments. - Product inventories and work-in-progress have been reduced. - Systems are such that only needed items are manufactured at a needed time in a needed quantity. - Multi-use data is so common that data retrieval time tends to be short. - Efficient work is being pursued with a high degree of accuracy. - Office supplies are kept at a low level; also office environment has been improved. - Information is being transmitted quickly and accurately, needed information is available on-demand. - Important information is kept in a safe place; documents to be received during emergencies are clearly marked, and it can be removed quickly. - Maximum use of one's equipment is being encouraged.
<p style="text-align: center;">Safety, Sanitation and Environmental Control</p>	<ul style="list-style-type: none"> - Safety, sanitation and environmental control policies are well defined; leadership is being exercised. - Health control and sanitary facilities are well maintained. - Labor accidents and plant disasters that occurred in the past have been analyzed scientifically, and action has been taken to prevent recurrence. - Safety inspection manual is in good order; safety patrol is being exercised. - Possibilities areas of surprise/unexpected accidents are identified; possible causes of such accidents are analyzed both from human and material viewpoints. - Rules are being strictly observed.

<p>Safety, Sanitation and Environmental Control</p>	<ul style="list-style-type: none"> - Different safety devices are in place, such as safety covers, safety faces, safety signs, fool proofing and measures to prevent damage spreading. - Safety assessment is being enforced before introducing new technologies and/or equipment. - Excellent in environmental control such as waste water treatment, anti-air pollution, noise control and vibration control; also protection and rescue equipment are in order.
<p>TPM Effect and Evaluation</p>	<ul style="list-style-type: none"> - Objectives are being met in terms of overall equipment effectiveness, sporadic breakdowns and minor stoppage indices. - Prominent results have been obtained in reducing process defects and malfunctions and customer complaints. - Product inventory and works-in-process have been drastically reduced in comparison to "Before TPM" - A record of "Zero Accident Days" and of "Zero Pollution Days" is continuing. - Number of Kaizen suggestions is above and beyond established goals. - Resource and energy savings are in progress along with cost reduction. - Operating profits have been improved as an indicator of overall company performance and so has value added productivity. - TPM cost/benefit analysis is in order. - High worker moral and a stimulating working environment are in place as an intangible benefit of TPM. - Problems that remain unsolved in connection with TPM activities are being clearly recognized and concrete action plans are being envisioned.

II. GUIDE TO TPM Activity Report

Style

Paper Format

- A4 (210mm × 297mm) or similar size with left-bound format
- Printing copy number on the cover page is required.
- Use 12 pt. font or larger than 12 pt.
- Provide the Report easy to read
- Provide 5 Copies

CD Format

- Must be in PDF file format with using 12pt font or larger than 12pt and with indexes for each chapter. For the security purpose, some sort of protection should be on the data or the file itself.
- Provide 2 CD

Language

- Must be in English or Japanese

Page Length

- 50 to 100 pages long

Report Submission

Submit 3 paper copies and 2 CD to Assessment Agency or an address appointed by Assessment Agency (Before March 31, 2007, submit to TPM Awards Office at JIPM)
Make 2 paper copies available at hotel for pre-reading

Report for Second Stage Assessment

Update information from the First Stage assessment should be recognized easily by the assessor such as highlighting the section with the updated information. Sections with new improvement case also should be highlighted to be found easily.

* In any circumstances Assessment Agency/TPM Awards Office at JIPM decides to return the Report(s), the shipment charge will be paid by the applicant.

III. TPM ACTIVITY REPORT

Example Contents

– 1st/2nd Category Award, Consistent 2nd Category

Index

Chapter 1 “Outline of Your Company and Plant”

- 1-1 Company
 - 1-1.1 Brief history; History of Capitalization and Sales. (Here and in the rest of your report, you may refer to necessary details by using item numbers that are consistent throughout the report, e.g., (1), 1), (1), etc.).
 - 1-1.2 Areas of business your company/plant is engaged in
 - 1-1.3 Organizations
- 1-2 Plant
 - 1-2.1 Brief history
 - 1-2.2 Organizations
 - 1-2.3 Plant Layout
 - 1-2.4 Size of Business
 - Annual production volume
 - Major equipment
 - Specify the equipment you have, and it’s volume, etc; volume subject to TPM, and average length of use of such equipment.
 - The Staffs
 - How they are organized, what their work schedule is, and what their working hours is, etc.
- 1-3 Production Systems – From order receiving down through shipping; also production lead time
- 1-4 Main Products and Production Processes
- 1-5 Position of Your Company within Industry; Your Share of Market
- 1-6 Date of TPM Inauguration in Your Plant (What year and month, etc.)

Chapter 2 “TPM Policies and Objectives”

- 2-1 Company’s/Plant’s Overall Policies and TPM; how they are inter-related
- 2-2 TPM Policies, Objectives, Implementation

Chapter 3 “TPM Organizations and Activities”

- 3-1 History of Equipment Management Organization Evolution
- 3-2 Status of Plant Organization and Staffing by Section
- 3-3 TPM Promotion Organization and Activities

Chapter 4 “Individual Improvement Activities (Kaizen)”

- 4-1 Outline
 - Aims, Goals, Concepts and Key Points of Practice
- 4-2 Structure of Losses and Analysis
- 4-3 Kaizen Topics; how is being practiced
 - Major/minor topics; number of ideas, present status, and techniques used
- 4-4 PM Analysis
- 4-5 Individual Kaizen – Examples and Effects
- 4-6 Results and Future Plans

Chapter 5 “Autonomous Maintenance Activities”

- 5-1 Outline – Aims, Goals and Concepts
- 5-2 Key Points of Activity
- 5-3 Step-by-Step Implementation and Diagnosis Systems
- 5-4 Activity Status; Status of each step, activity boards, one point lessens, etc.
- 5-5 Autonomous Maintenance – Examples and Effects
- 5-6 Results and Future Plans

Chapter 6 “Planned Maintenance Activities”

- 6-1 Outline – Features of equipment; issues of equipment maintenance
- 6-2 Maintenance Department Organization and Staffing
- 6-3 Role Sharing between Operating Departments and Maintenance Group
- 6-4 Support for Autonomous Maintenance
- 6-5 Establishing Planned Maintenance System
- 6-6 Maintenance Information Control, Breakdown Analysis, MTBF, MTTR, etc.
- 6-7 Status of Corrective Maintenance
- 6-8 Technical Developments for Automatic Maintenance
- 6-9 Equipment Diagnosis Techniques, Status of Predictive Maintenance
- 6-10 Lubrication Control
- 6-11 Stock Control
- 6-12 Control of Dies, Jigs, Measuring Instruments, Drawings and etc
- 6-13 Maintenance Budgets and Control
 - 6-13.1 How maintenance costs are determined
 - In relation to sales, staffing and maintenance cost
 - 6-13.2 How budget is classified – By department, goal, etc.
 - 6-13.3 Budget item breakdown
 - Material repair costs paid outside, internal labor cost, etc.
 - 6-13.4 Criteria by which total budget is fixed
 - Actual performance in previous accounting periods, production volume, repair plans by nature of repair, etc.
 - 6-13.5 Authority for appropriation – By position level
- 6-14 Planned Maintenance – Examples and Effects
- 6-15 Results and Future Plans

Chapter 7 “Quality Maintenance Activities”

- 7-1 Outline – Aims and Objectives
- 7-2 Progress and Inspection Methods
- 7-3 Examples and Effects
- 7-4 Results and Future Plans

Chapter 8 “Development Management Activities”

- 8-1 Product Development Management
 - 8-1.1 Outline – Concepts, Aims, and Schedule
 - 8-1.2 Designing easy-to-make products in the development stage
 - 8-1.3 Product Development Management System
 - 8-1.4 MP Information, its collection and use
 - 8-1.5 Designing Recyclable Products and Manufacturing Systems
 - 8-1.6 Results achieved and Future Plans
- 8-2 Equipment Development Management
 - 8-2.1 Outline – Concepts, Aims, and Schedule
 - 8-2.2 Integrating Product Development Management and Equipment Development Management
 - 8-2.3 Equipment Development Management Systems
 - Status Analysis, Capital Investment Plants, Economic Comparisons, Development and control of equipment budgets
 - 8-2.4 MP Information; its collection, storage and use
 - 8-2.5 Results and Future plans
- 8-3 Individually developed Management – Examples and Effects

Chapter 9 Training and Education

- 9-1 Basic Concepts and Priority Measures
- 9-2 Determining Training Budgets
- 9-3 Outline of training and education and methods to improve skills
- 9-4 Evaluation of maintenance work knowledge and skills
- 9-5 Qualified specialists
- 9-6 Examples of training education and effects
- 9-7 Results achieved and future plans

Chapter 10 Administration and Other Indirect Departments

- 10-1 Outline
- 10-2 Autonomous maintenance activities in administrative and other indirect departments
- 10-3 Individual improvement (Kaizen) activities in administrative and other indirect departments
- 10-4 Support for Production Departments
- 10-5 Examples of improvement in administrative and other indirect department and the effects
- 10-6 Results and Future Plans

Chapter 11 “Safety, Sanitation and Environment Control”

- 11-1 Outline
- 11-2 Objectives

- 11-3 Organizations and Systems for promotion
- 11-4 Environmental Protection at work places
- 11-5 Activity Status
- 11-6 Examples of improvement in Safety, Sanitation and Environmental Management and Effects
- 11-7 Results and Future Plans

Chapter 12 “TPM Effect and Evaluation”

- 12-1 Tangible Effects (List specific equipment and/or the number of machines)
 - 12-1.1 TPM Effect from overall management viewpoints
 - 12-1.2 TPM Effect on Production (P)
 - 12-1.3 TPM Effect as seen from quality (Q) viewpoints
 - 12-1.4 TPM Effect on Cost (C)
 - 12-1.5 TPM Effect on Delivery (D)
 - 12-1.6 TPM Effect on Safety (S)
 - 12-1.7 TPM Effect from Morale/Training (M) viewpoints
- 12-2 Intangible Effect
- 12-3 Issues of present practice and counter-measures
- 12-4 Visions of 21st century and their implications for TPM

– **Special Award, Consistency 1st Category**

Index

Chapter 1 “Outline of Your Company and Plant”

Chapter 2 “TPM Policies/Objectives and TPM Organization/Management”

Chapter 3 “Innovative/Breakthrough TPM Activity”

* Contents of chapter 4-12 can be same as the ones for 1st/2nd Category Award and Consistent 2nd Category.

** Terminology Definitions should be attached to the reports

– **World Class Award, Advanced Special Award**

Index

Chapter 1 “Outline of Your Company and Plant”

Chapter 2 “TPM Policies/Objectives and TPM Organization/Management”

Chapter 3 “Creative TPM Activity”

* Contents of chapter 4-12 can be same as the ones for 1st/2nd Category Award and Consistent 2nd Category.

* Terminology Definitions should be attached to the reports

** If there is updated Information and new improvement cases in the activity report for Second Stage assessment, these should be highlighted for easy recognition.

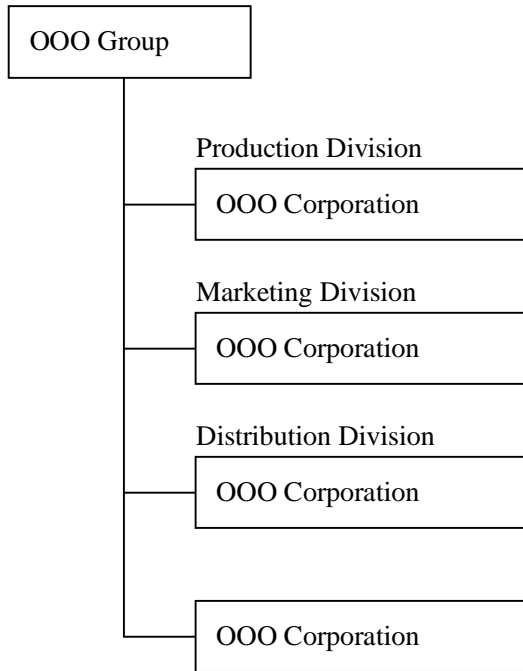
III-I. Example: Activity Report

III-II. Examples: Content

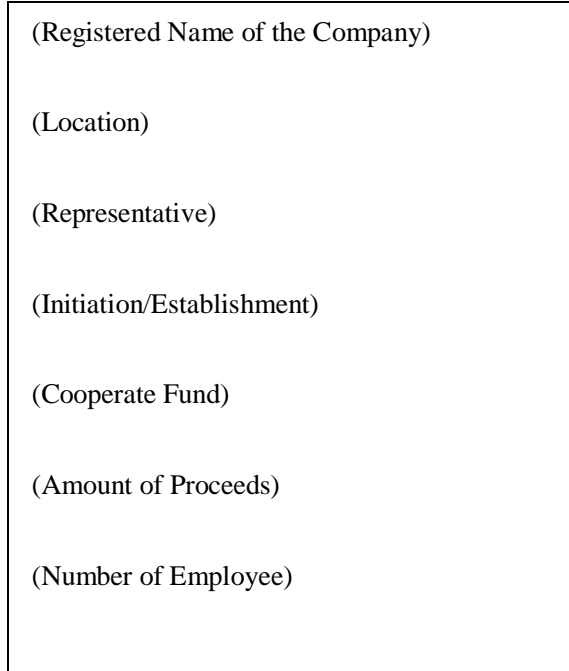
Example: Chapter 1 Introduction

1-1 Brief Introduction of the Company

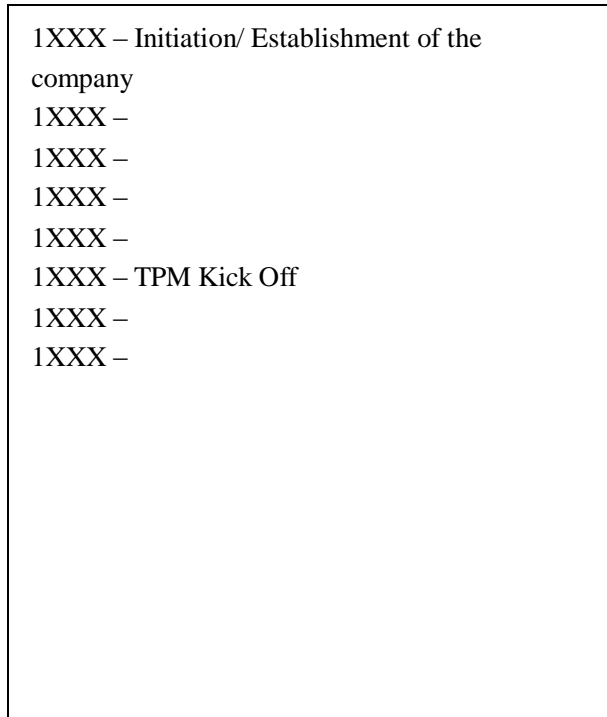
1-1-1 Introduction of Enterprise Group



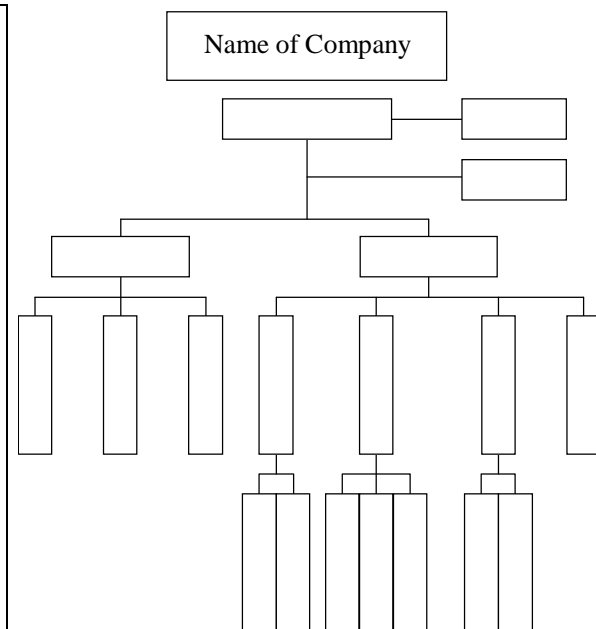
1-1-2 Profile of the Company



1-1-3 Company History



1-1-4 Company Organization

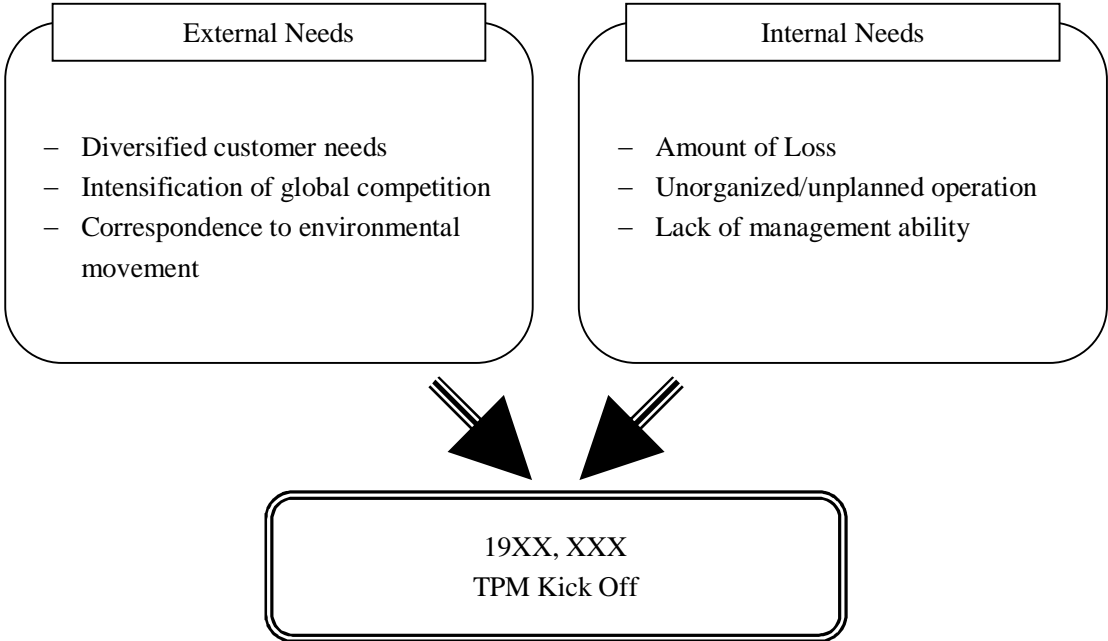


Chapter 2 Policy and Target (Example)

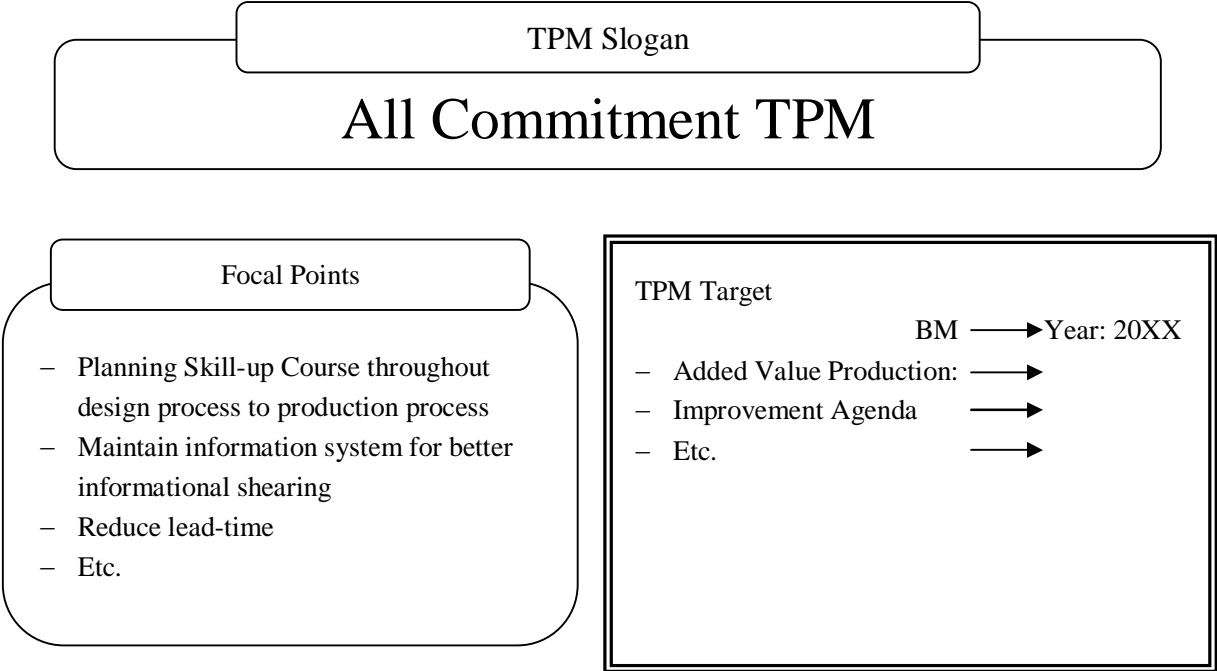
2-1 Background of TPM Implementation

(Reason of TPM Implementation)

Example: For becoming valuable and survivable company in the 21st century and becoming more competitive in the global market, we need effective business tool as TPM.



2-2 Emphasized Target/Slogan and Category



IV. Guide Format

<p>(Name of your company/plant name) (Award Category)</p>

Date: (Assessment Date)

Contact Person: _____

Tel: _____

Fax: _____

Mobile Phone:

E-mail Address: _____

Name of Hotel: _____

Address: _____

Tel: _____

Fax: _____

1. Attendees for the Assessment

Interpreter for the Day

Mr./Ms. _____ (Name) _____

2. Schedule for the day before Assessment and for the day of Assessment

(1) Schedule for the day before Assessment: (Date)

1) Arrival Schedule

(Arrival Date)

Prof. _____ (Name) at _____ (Airport Name) Airport _____ (Arrival Time) Flight No. _____ (FL No.)

(Arrival Date)

Mr. _____ (Name) at _____ (Airport Name) Airport _____ (Arrival Time) Flight No. _____ (FL No.)

Mr./Ms. _____ (Name) will pick up the assessment team at the airport.

(2) Schedule for the day of Assessment: (Date)

1) Departure from the Hotel

Departure Time from the hotel : _____ (Time)

3) Assessment Schedule

from _____ (Time) to _____ (Time)

4) Departure from the Plant

at _____ (Time) to _____ (Place)

(3) Schedule for Departure: (Date)

1) Transportation for (Airport or Next Destination)

at _____ (Time) to _____ (Place) by _____ (Transportation Method)

* Flight No. _____ (If applicable)

*** Assessment Program and On-Site Presentation Program Should be attached to this Guide***

Remarks: (If it is possible, please mention mobile phone number for the interpreter)

V. Example: Program

Assessment Program (Sample)

The Assessment Program must be attached to the “Guide” and submitted to TPM Awards Office at JIPM by its deadline

Time	Description	Responsible Person	Location
09:00 - 09:40	Room Presentation – Contents – – – –	Names	Assessment Venue
09:40 - 10:30	Question and Answer	Names	
10:30 - 10:40	Break		Committee Room
10:40 - 11:50	A part of onsite presentation – Content – – –	Names	On-site
12:00 - 13:00	Lunch Break		Venue name
13:10 - 15:40	Onsite Presentation – Content – – – –	Names	On-site
15:50 - 16:40	Break and Committee Meeting		Committee Room
16:40 - 17:20	Closing Session	Names	Assessment Venue

VI. Example: Meeting Minutes

Cover Page

***Deadline for Submission of the Meeting Minutes is “Within one month after each Assessment.” ***

<p style="text-align: center;">First Stage/Second Stage Assessment Meeting Minutes</p> <p>(Name of Your Company and Plant)</p> <p>(Name of Award Category)</p> <p>(Date of Assessment)</p> <p>Attendees: (Names of Attendee)</p>
--

Example Contents (pages after the cover)

Assessment Category		Name of Assessor	Question	Response	Name of Respondent
Presentation	Jishu Hozen (Autonomous Maintenance)				
	Kobetsu kaizen (Individual Improvement)				
On-Site Presentation	(cases)				
	(cases)				
	(cases)				

Comment	(name of assessor)	
	(name of assessor)	