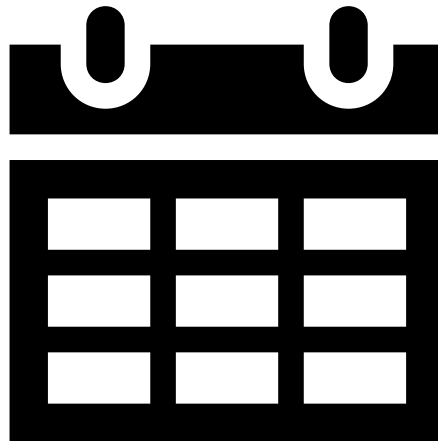


First Step to TPM Award 2020

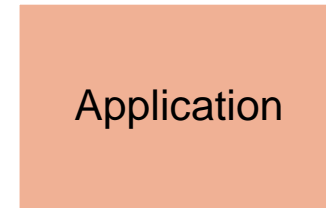
TPM Award Office
Japan Institute of Plant Maintenance



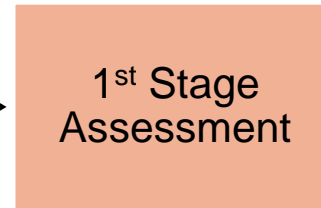
Rough Schedule of TPM Award 2020



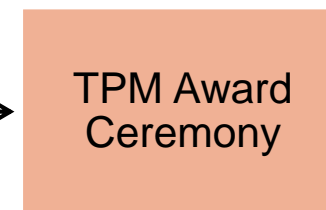
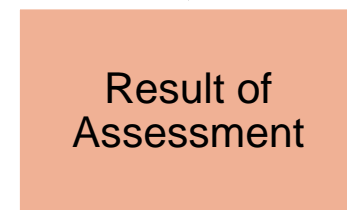
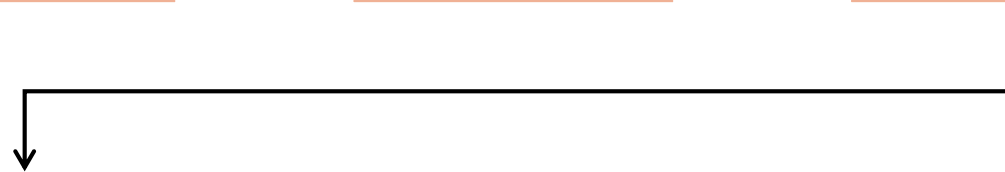
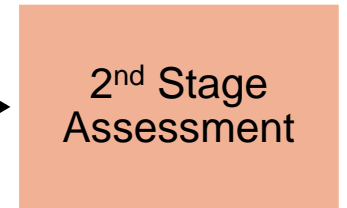
By the end of
December 2019



March-June 2020



September –
December 2020



End of January 2021

March 2021

Application Documents

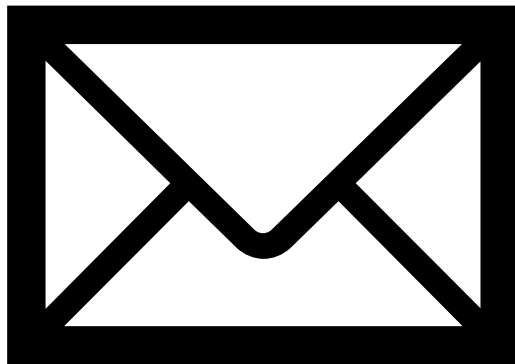
Deadline: 27th December 2019



- **【By E-mail】** Please send to **tpmawards@jipm.or.jp**
 - > Application Form [Word file]
 - > Company Profile
 - > Achievement Sheet
- **【By Courier】**
 - > Application Form [With signature]
 - > 2 copies of NDA with signature (If you need)
- There are formats in JIPM web-page
 - > <http://www.jipm.or.jp/en/activity/pm/out/index.html>

- ✓ Please fill in **correct company name** in Application Form.
- ✓ You don't need to fill in company name in filed of "Plant name". Please fill in just plant name there.
- ✓ Please send only original copy of Application Form and NDA.
You don't need to send original copies of other documents.

After Application

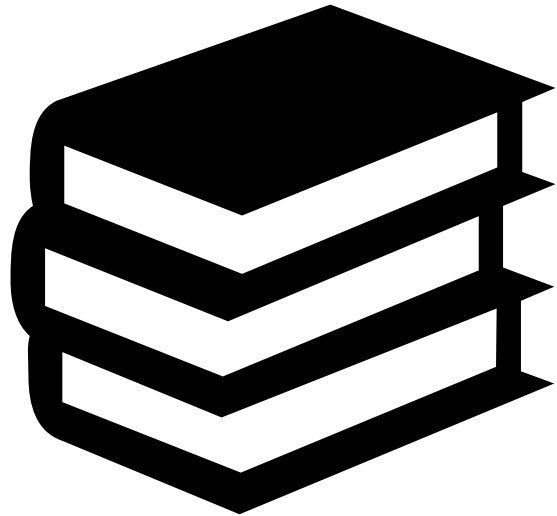


What should do after sending Application document?

- TPM Award Office will reply after checked Application Form in order.
- JIPM will send invoice of Assessment Fee around January.
- Please prepare for 1st stage assessment Activity Report.

✓ Please send Activity Reports by deadline.
The deadline : 15th Feb 2020

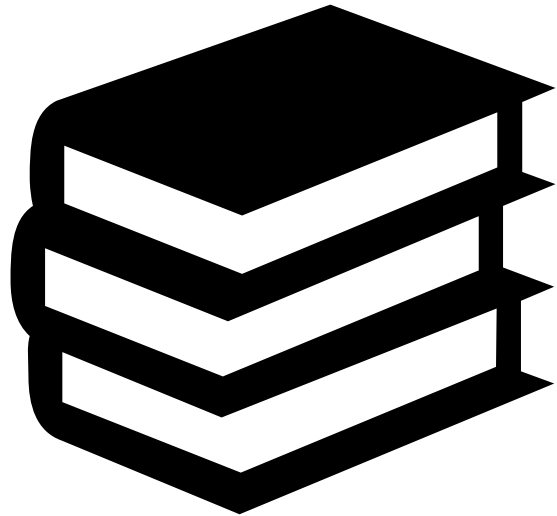
Guide to TPM Activity Report 1



Paper Format

- A4 (210 mm (297 mm) or similar size with left-bound format
- **Printing copy number on the cover page is required.**
- **Duplex printing (printing on both sides of paper)**
- Use 12 point font or larger
- Provide the Report in easy to read style
- **Must bookbinding** (Just papers with clip cannot be accepted)
- Avoid using plastic ring binder (the ring might be broken when the reports are delivered by courier)
- **Provide 4 Copies (5 Copies for Advanced Special, World-class)**

Guide to TPM Activity Report 2



CD Format

- Must be in PDF file format with using 12 point font or larger and with indexes for each chapter. For the security purpose, some sort of protection should be on the data or the file itself.
- Don't use "CD-R".
- Please don't stick any seal or paper on CD.
- Please just write or print your company/plant name on it.
- **Provide 2 CDs**

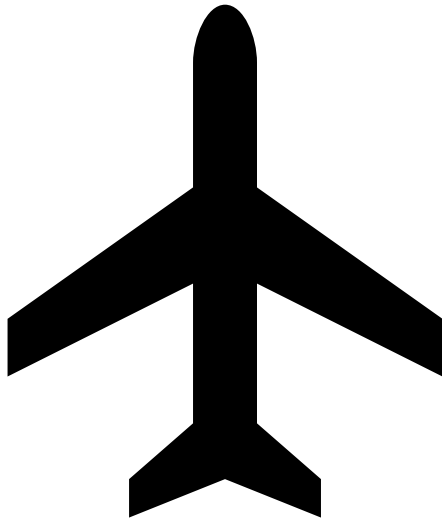
Language

- Must be in English or Japanese.
- If you prepare Activity report in Japanese, please mention your English company name also on cover page.

Report Length

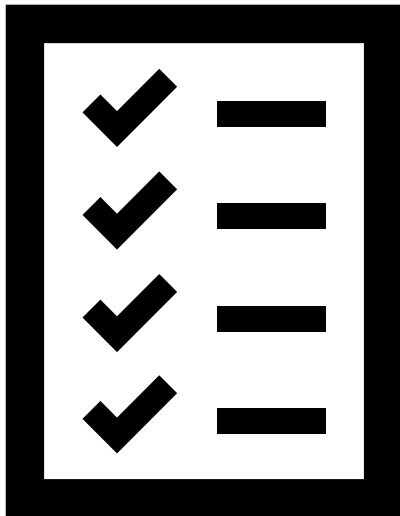
- Report to be a maximum of 300 pages

Before 1st and 2nd Stage Assessment



- Required document for 1st and 2nd stage assessment
 - 1) Assessment Agenda
 - 2) Assessment Schedule Form
 - 3) Local Travel Information Form
- You can get Form sample in “Application Outline of TPM Award 2020”
- <http://www.jipm.or.jp/en/activity/pm/out/pdf/ApplicationOutline2019.pdf>

After 1st and 2nd Stage Assessment



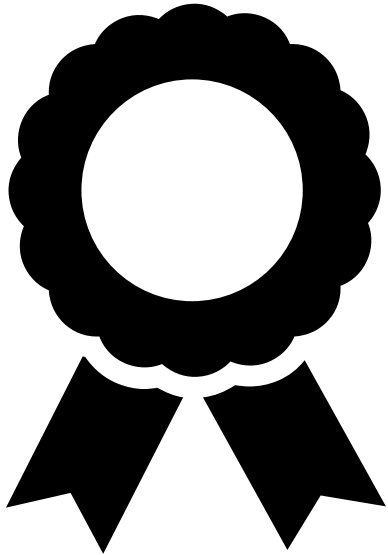
- Required Documents
- **【By E-mail】**
 - The Minutes of 1st Stage Assessment
 - Kaizen/Improvement Report
- Only before 2nd Stage Assessment
- **【By courier】**
 - TPM Activity Report (4 paper copies and 2 CDs)
 - (5 Copies for Advanced Special, World-class)
- There are formats in JIPM web-page

After 2nd Stage Assessment



- The result of 2nd Stage Assessment will be concluded in TPM Award Committee in and announced to applicants in the end of January. Please wait announcement from TPM Award Office.
- On December JIPM will ask some documents as below for TPM Award Ceremony.

TPM Award Ceremony



TPM Award Ceremony will be held
in Japan on March 2021.

We are waiting your application to TPM Award.

If you have any questions, please feel free to contact us.

tpmawards@jipm.or.jp

