

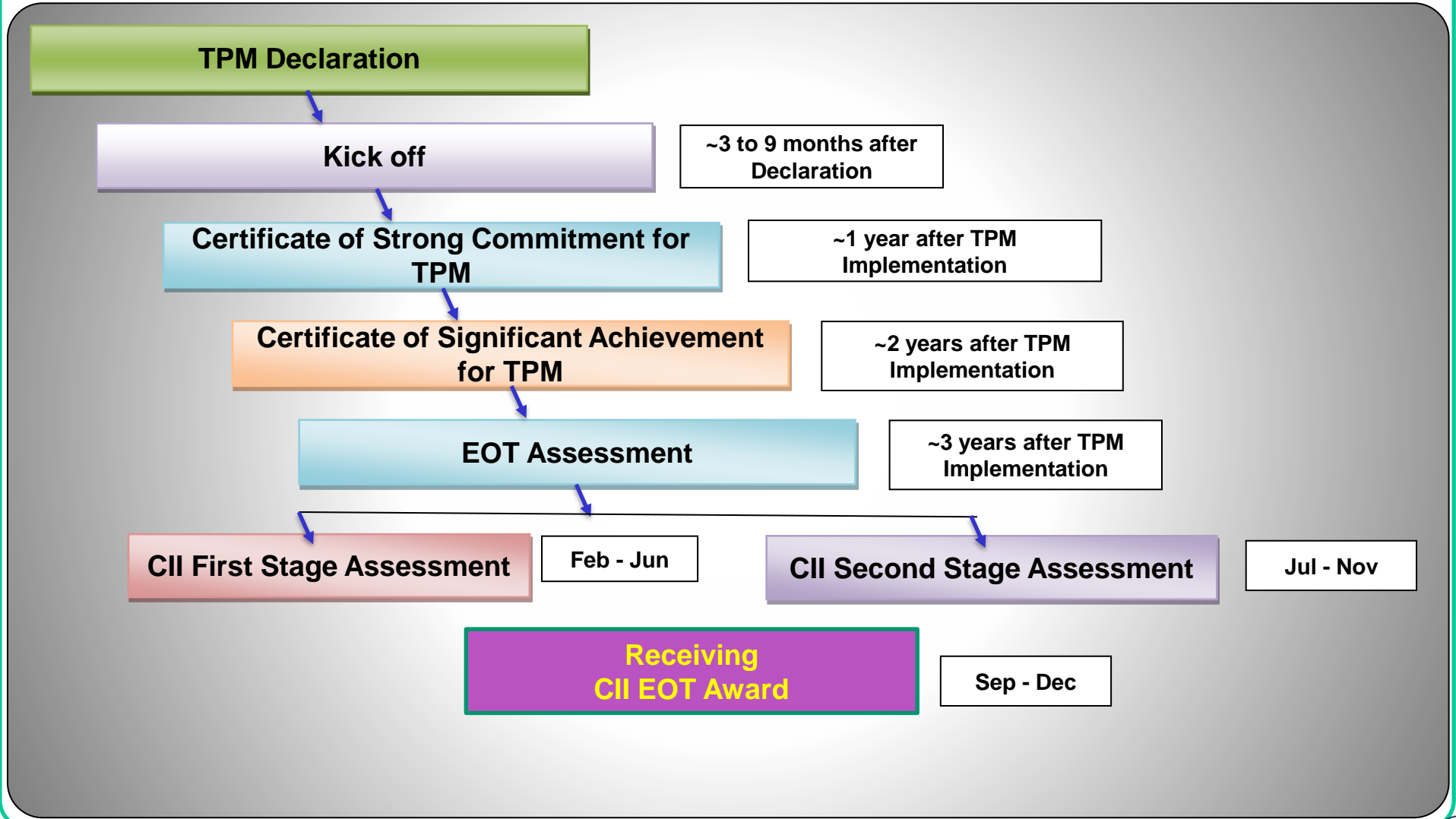
## CII Certificate & EOT Award Outline 2024

'CII CERTIFICATE ASSESSMENT CRITERIA'

**'CII Certificate Assessment and Excellence in  
Operational Technology Award' 2024**

# TPM JOURNEY IN A COMPANY

## Roadmap for CII EOT Award



Stage	Step	Essential
Preparations for implementation (3 to 9 months)	1. Declaration by top management to introduce TPM	Declared in TPM in-house seminar Carried in company magazine
	2. Introductory education and campaign for TPM	Managers : Trained in seminar camp at each level General employees : Seminar meeting using slides
	3. Establishing TPM promotion organization	Committee and subcommittees Secretary
	4. Setting basic principles and target for TPM	Bench-mark and target Prediction of effects
	5. Creation of master plan for establishing TPM	From preparations for introduction to examination
Beginning of implementation (1 day)	6. Kick-off of TPM	Suppliers Related companies Affiliated companies } are invited
Actual implementation (3 years)	7. Establishing systems for improving production efficiency	Pursuing maximum efficiency of production
	7.1 Individual improvement	Project team activities and small group activities in the workshop
	7.2 Autonomous maintenance	Step system, diagnosis and qualification certification
	7.3 Planned maintenance	Improvement maintenance, periodic maintenance, predictive maintenance
	7.4 Operation and maintenance skills upgrading training	Group education of leaders and training members
	8. Establishing initial control systems for new products and equipment	Development of easy-to-manufacture products and easy-to-operate equipment
	9. Establishing quality maintenance organization	Setting conditions without defectives, and its maintenance and control
	10. Establishing systems to improve efficiency of administration and other indirect departments	Support for production, increasing efficiency in the department and of equipment
11. Establishing systems to control safety, sanitation and working environments	Establishing zero accidents and zero pollution systems	
Steady application	12. Total application of TPM and raising its level	Application of PM award Challenge of a higher target

## Why CII Certificates & awards?

- Over 3000 Indian companies have started JIPM-TPM implementation to become competitive and also to get recognition.
- India being the top in number of awards the total is 498 only in last 25 years
- JIPM confers companies with TPM excellence award only in 5<sup>th</sup> year in TPM implementation journey.
- There is no way for the companies to find out the progress status or get any recognition so around 90% of them quit in between
- CII TPM Club India has designed an evaluation mechanism and created Mile stones at regular intervals in the long journey to motivate the companies to continue TPM journey and get benefited for long period.
- The companies can complete the pre decided portion, get tangible benefits and also challenge CII TPM Club India to get recognition after successful adherence of the evaluation criteria.

## CII Certificates & Awards

- ❖ Strong Commitment Certificate
  - 1 year after TPM Implementation
- ❖ Significant Achievement Certificate
  - 2 years after TPM implementation
- ❖ EOT Award :
  - 3 Years after TPM implementation
  - Silver, Gold and Platinum category of award based on points.
  - EOT award will be valid up to 2 years
- ❖ EOT Sustenance Award:
  - 1 year after EOT award company reaches EOT Platinum award

## CII Certification & EOT Assessment fees

CII Certification & EOT Assessment	Assessment fee per day	Additional Fee
CII Strong Commitment certification	INR 1.4 Lakhs	Travel and Accommodation charge
CII Significant Achievement certification	INR 1.6 Lakhs	
EOT First stage assessment	INR 2 Lakhs	
EOT Second Stage assessment	INR 2 Lakhs	

### Note:

- The Assessment Fee is for a Single day assessment
- The Assessment Fee does not include the travel and accommodation charge, that must be taken care by Applicant.
- Invoice will be raised that the total amount of the fee including GST.
- All invoices are payable within 30 days of invoice date

# Certificate of Strong Commitment for TPM

## ***Eligibility Criteria for Certificate of Strong Commitment***

- Must have completed the 5 Steps of Preparation phase (1.Top Management Declaration, 2.Training & Campaign, 3.Promotion Organization, 4.Targets, 5.Master plan), have done “TPM Kick off”. Must have completed approximately one year of TPM implementation activity after the Kick off.
- Must have completed 1S and 2S in entire Shop floor and Office area
- Must have deployed activity on 25 to 30% of total machines by numbers in the organization.
- 4 pillars of TPM (Focused improvement; Autonomous maintenance; Planned maintenance; Quality maintenance) should have been Implemented and 2 pillars (E & Tand SHE) to be initiated
- Must have completed Step 3 of Autonomous maintenance activity on 25 to 30% machine and initiated Step 4 on those machines Circle member operators.
- Must have achieved both Tangible (Productivity, Quality, Cost, Delivery, Safety & Morale) and Intangible achievements based on Result Criteria. **Mainly - No fatal accident in last one year, 25% reduction in Breakdown frequency & Defect Quantity are essential results**



# Certificate of Significant Achievement for TPM

## 2.2 Eligibility Criteria Certificate of Significant Achievement

- Must have completed 1 year after achieving **Certificate of Strong Commitment for TPM, Category A** OR approximately 2 year of the activity completed after the TPM implementation.
- Must have deployed activity based on 6 pillars of TPM by all staff members of the plants/factories (Focused improvement; Autonomous maintenance; Planned maintenance; Quality maintenance; Education and development; Safety, sanitation and environment control) and 2 pillars of Development management and office TPM to be initiated ( optional )
- Must have completed Step 3 of Autonomous maintenance activity in at least 60% of Machines by numbers and have implemented Step 4 in 20% Machines. At least 2 phases of Focused Improvement implementation completed and Loss Elimination/ Reduction projects & Kaizen are implemented in sufficient machines/ lines.
- Must have completed up to Step 4 of Planned Maintenance and Quality maintenance activities in 60% of Machines by numbers and good progress is observed.
- Other 2 pillars should also have good progress. At least 60% of journey according to master plan should be completed.
- Must have achieved both Tangible (Productivity, Quality, Cost, Delivery, Safety, Morale) and Intangible achievements based on Result Criteria. **Mainly - No fatal accident in last one year, 50% reduction in Breakdown frequency & Defect numbers are essential results. Good OEE increase and cost reduction**

## **Contents for assessment of both Certificates**

S No.	Name	Certificate of Strong Commitment	Certificate of Significant Achievement
1	Company & Plant Outline	Both Company and Plant outline to be presented e.g. Establishment, Employees, Assets, Turn over, Products, Customers	<ul style="list-style-type: none"> <li>Both Company and Plant outline to be presented e.g. Establishment, Employees, Assets, Turn over, Products, Customers</li> </ul>
2	TPM Policy & Objective	TPM policies are planned in relation between company Vision and plant/factory policy.	<ul style="list-style-type: none"> <li>TPM policies are planned in relation between company Vision and plant/factory policy.</li> </ul>
		The TPM target (PQCDSM) values are clear.	<ul style="list-style-type: none"> <li>The relation between TPM target (PQCDSM) values and management target results are clear. KMI-KPI-KAI relationship</li> </ul>
		The action plan to achieve TPM goals is clear.	<ul style="list-style-type: none"> <li>The master plan is in an appropriate order as an action plan to achieve TPM goal.</li> </ul>
		TPM objectives have been set forth and deployed in 25-30% machines.	<ul style="list-style-type: none"> <li>TPM policies and objectives have been set forth and deployed by all the departments and sections in 50-60% machines.</li> </ul>
		The achievement status of TPM objectives is available in a time line using objective data (Visual Displays).	<ul style="list-style-type: none"> <li>The achievement status of TPM objectives is available in a time line using objective data (Visual Displays).</li> </ul>
3	TPM Organization & Activity	Overlapping small groups, the TPM promotion committee, and other special committees are organized to leads TPM activities.	Overlapping small groups, the TPM promotion committee, and other special committees are organized to leads TPM activities.
		The organization structure is created for effective implementation of TPM and TPM Circles are active.	The organization structure is created for effective implementation of TPM and TPM Circles are active.

## ***Contents for assessment of both Certificates***

### **Criteria for companies with Turn over more than Rs 80 crores / year (2/7)**

S No	Name	Certificate of Strong Commitment	Certificate of Significant Achievement
4	Individual Improvement	<ul style="list-style-type: none"> <li>• Individual improvement themes are set for critical machines / lines along with clear targets.</li> <li>• Individual improvement Objectives (KAIs) are set for major Losses in Critical machines and contributions are observed by performance indexes (KPIs).</li> <li>• Improvement activities in critical machines / lines are being actively carried out for top 4 losses of KK and contribution to the achievement index is clearly understood.</li> <li>• A system to apply cases of individual improvement horizontally is initiated.</li> </ul>	<ul style="list-style-type: none"> <li>• Individual improvement themes are set for critical machines / lines along with clear targets</li> <li>• Individual improvement Objectives (KAIs) are set forth for each Loss in all departments and contributions are observed by performance indexes (KPIs).</li> <li>• A system is set up to analyze and understand the relationship between loss and cost using the loss tree, cost tree and cost lost matrix / relationship.</li> <li>• Improvement activities in critical machines / lines are being actively carried out for top 4 losses of KK and contribution to the achievement index is clearly understood</li> <li>• A system to apply cases of individual improvement horizontally is established.</li> </ul>

# **Contents for assessment of both Certificates**

## **Criteria for companies with Turn over more than Rs 80 crores / year (3/7)**

S No	Name	Certificate of Strong Commitment	Certificate of Significant Achievement
5	Autonomous Improvement	<ul style="list-style-type: none"> <li>• Autonomous maintenance Step 1, 2 &amp; 3 implementation plan is there and is deployed in 25-30% critical machines.</li> <li>• Workplace/on-site visual boards, which show the status of activities, goals, accomplishments, and issues to be resolved, are in place.</li> <li>• Actions are being taken to remove all abnormalities and to eliminate their cause.</li> <li>• Cleaning, lubrication, bolt tightening, and inspection are performed perfectly and without fail, and thorough measures are taken for difficult-to-handle areas.</li> <li>• Excellent storage procedures are in effect for tools and jigs, and cleaning is carried for critical areas.</li> <li>• One-point lessons are available as training texts and are being used.</li> </ul>	<ul style="list-style-type: none"> <li>• Autonomous maintenance Step 1, 2 &amp; 3 implementation plan is there and is deployed in 50-60% machines.</li> <li>• Workplace/on-site visual boards, which show the status of activities, goals, accomplishments, and issues to be resolved, are in place.</li> <li>• Actions are being taken to remove all abnormalities and to eliminate their cause.</li> <li>• Cleaning, lubrication, bolt tightening, and inspection are performed perfectly and without fail, and thorough measures are taken for difficult-to-handle areas.</li> <li>• Achievement goals are appropriately assessed at each step by managers for progress and completion.</li> <li>• Excellent storage procedures are in effect for tools and jigs, and cleaning is carried out routinely.</li> <li>• One-point lessons are available as training texts and are being used</li> <li>• Step 4 is in place for more machines</li> <li>• Employee morale surveys and skill maps are used to confirm that all employees are working on workplace improvement with a sense of accomplishment.</li> <li>• A system to upgrade the skills of all employees is established and deployed with a skill evaluation chart, one-point lessons, and maintenance skill training, and is showing results.</li> </ul>



# Contents for assessment of both Certificates

## Criteria for companies with Turn over more than Rs 80 crores / year (4/7)

S No	Name	Certificate of Strong Commitment	Certificate of Significant Achievement
6	Planned Maintenance	<ul style="list-style-type: none"> <li>• Breakdown Elimination targets are set for and is being deployed in 25-30% machines</li> <li>• Support for autonomous maintenance is provided.</li> <li>• Sudden breakdown has significantly decreased with thorough failure analysis and enhanced improvement maintenance in 15-20% critical machines.</li> <li>• Maintenance standards are in order and an appropriate maintenance calendar is created for critical machines.</li> <li>• Maintenance information on the status of equipment deterioration, failure, equipment shutdown, maintenance man-hours, etc. is collected and utilized.</li> <li>• Methods for maintenance cost and lubrication management is present and is practised.</li> </ul>	<ul style="list-style-type: none"> <li>• Planned maintenance KPIs &amp; KAls are set up in line with TPM policies and is being deployed in 50-60% machines.</li> <li>• Support for autonomous maintenance is provided and a mutual cooperative structure is established.</li> <li>• Sudden breakdown has significantly decreased with thorough failure analysis and enhanced improvement maintenance; a system is set up for MP design information to accumulate and utilize the data.</li> <li>• Maintenance standards are in order and an appropriate maintenance calendar is created and followed.</li> <li>• Appropriate equipment diagnosis technologies are being put to use for predictive maintenance and deterioration checks, and TBM (time-based maintenance) and CBM (condition-based maintenance) are selectively used.</li> <li>• A system is initiated for professional maintenance skills such as repair skills, inspection skills, lubrication control skills, and failure analysis skills, for which a sufficient technical level has been reached.</li> <li>• Spare parts, molds jigs, fixtures, measuring equipment, drawings, etc. are all stored as data.</li> <li>• Maintenance information on the status of equipment deterioration, failure, equipment shutdown, maintenance man-hours, etc. is collected and utilized.</li> <li>• Methods for maintenance cost and lubrication management is present and is practised.</li> </ul>



# **Contents for assessment of both Certificates**

## **Criteria for companies with Turn over more than Rs 80 crores / year (5/7)**

S No.	Name	Certificate of Strong Commitment	Certificate of Significant Achievement
7	Quality Maintenance	<ul style="list-style-type: none"> <li>• Defect Elimination targets are set for and is being deployed in 25-30% machines</li> <li>• Data are being accumulated for defect outflow and defect process, causes are being analyzed, and improvement goals are being set up.</li> <li>• For quality defects, measures are taken to prevent recurrence from the aspect of 4M for major defects in critical machines/areas.</li> <li>• Based on fundamentals and principles, quality defects are being analyzed for cause in critical machines.</li> <li>• Measures aiming for zero occurrences of quality defects are showing results.</li> <li>• Methodology for capturing customer complaints is in place and is being addressed</li> </ul>	<ul style="list-style-type: none"> <li>• KPIs &amp; KAls for quality maintenance are set up in line with TPM policies and is being deployed in 50-60%.</li> <li>• Data are being accumulated for defect outflow and defect process, causes are being analyzed, and improvement goals are being set up.</li> <li>• For quality defects, measures are taken to prevent recurrence from the aspect of 4M.</li> <li>• Based on fundamentals and principles, quality defects are being analyzed for cause.</li> <li>• Measures aiming for zero occurrences of quality defects are showing results.</li> <li>• Methodology for capturing customer complaints is in place and is being addressed</li> </ul>
8	Development Management	<ul style="list-style-type: none"> <li>• The MP design approach and the implementation of equipment, molds, jigs, and fixtures are both initiated in critical machine.</li> <li>• The concept of cost review is in place and is being practised.</li> </ul>	<ul style="list-style-type: none"> <li>• DM KPIs &amp; KAls are set up in line with TPM policies.</li> <li>• In product and machine / plant development management, a system that extracts the origin of problems in design review and debugging is initiated.</li> <li>• The concept of cost review is in place and is being practised.</li> <li>• The MP design approach and the implementation of equipment, molds, jigs, and fixtures are both initiated.</li> <li>• A design method based on assessment standards for ease of production is introduced.</li> </ul>



## ***Contents for assessment of both Certificates***

S No.	Name	Certificate of Strong Commitment	Certificate of Significant Achievement
9	Education & Training	<ul style="list-style-type: none"> <li>• CFT members are trained on required knowledge and Skill to perform the TPM task on Critical machines.</li> </ul>	<ul style="list-style-type: none"> <li>• KPIs &amp;KAIs are covering the requirements of the organisation.</li> <li>• A systematic training program for each job and rank is established with employees having understanding of the required knowledge and skills for each job and rank.</li> <li>• A place for maintenance skill training is provided and utilized for professional maintenance training and operator training, making it possible to carry on the skills.</li> <li>• OJT training programs are functioning leading to the upgrading of skills for all staff members and progress in multi-skilled worker training.</li> <li>• Employee satisfaction and the status of motivation are quantitatively analyzed and measures are in place for their enhancement.</li> </ul>
10	Office TPM	<ul style="list-style-type: none"> <li>• Improvement project in office area is also initiated to reduce Management loss and inventory</li> <li>• 5S is in progress in office area, all Stores and Scrap yard. Searching eliminated and Retrieval time is drastically reduced.</li> </ul>	<ul style="list-style-type: none"> <li>• KPI &amp; KAI for Office TPM is set</li> <li>• 5S is in progress in office area, all Stores and Scrap yard. Searching eliminated and Retrieval time is drastically reduced.</li> <li>• The improvements to reduce product inventory and goods in process is in progress.</li> <li>• Morale is being enhanced in the administrative and supervisory departments.</li> <li>• Each department is dealing with reducing costs incurred from operations and overall cost reduction is improving.</li> </ul>



## ***Contents for assessment of both Certificates***

S No.	Name	Certificate of Strong Commitment	Certificate of Significant Achievement
11	Safety, Health & Environment	<ul style="list-style-type: none"> <li>• Safety measures are initiated</li> </ul>	<ul style="list-style-type: none"> <li>• KPI &amp; KAI for Safety, Health and Environment is set</li> <li>• Past cases of accidents and plant disasters have been scientifically analyzed, and action has been taken to prevent recurrence.</li> <li>• Safety awareness improvement activities take place regularly with near accident, KY and other measures.</li> <li>• Safety devices such as safety covers, safety nets, safety signage, and foolproof disaster prevention measures are appropriately prepared.</li> </ul>
12	Results	<ul style="list-style-type: none"> <li>• Results in 25-30% machines should be achieved</li> </ul>	<ul style="list-style-type: none"> <li>• Results in PQCDMS to be achieved as per plant targets</li> </ul>

## **2.1 Certificate of Strong Commitment for TPM**

### **SCORE SHEETS**

# 1000 point Assessment Scoring sheet

## 2.1 Certificate of Strong Commitment for TPM – SUMMARY SHEET

SI No	Audit Parameter	Max	Score
A	Involvement of Top Management & Employees and Understanding & Implementation of 'Preparatory steps'	250	
B	Implementation of '4 Pillar activities' and Quality of Presentations in Schedule A (Off Site)	250	
C	Implementation of 4 Pillar activities' and Quality of Stories Presentations in Schedule B (On Site)	250	
D	Overall Results & Benefits Achieved by the Activity	250	
	<b>Total</b>	<b>1000</b>	

### **NOTE ON SCORING STATUS**

Please refer further Sheet s for scoring guideline

- Company should score minimum of 700 points to receive the certificate

## **2.2 Certificate of Significant Achievement for TPM**

### **SCORE SHEETS**

## Eligibility Criteria

### 2.2 Certificate of Significant Achievement for TPM – SUMMARY SHEET

SI No	Audit Parameter	Max	Score
A	Involvement of Top Management & Employees and Understanding & Implementation of 'Preparatory steps'	250	
B	Implementation of '6 Pillar activities' and Quality of Presentations in Schedule A (Off Site)	250	
C	Implementation of '6 Pillar activities' and Quality of Stories Presentations in Schedule B (On Site)	250	
D	Overall Results & Benefits Achieved by the Activity	250	
	Total	1000	

#### **NOTE ON SCORING STATUS**

Please refer further Sheet s for scoring guideline

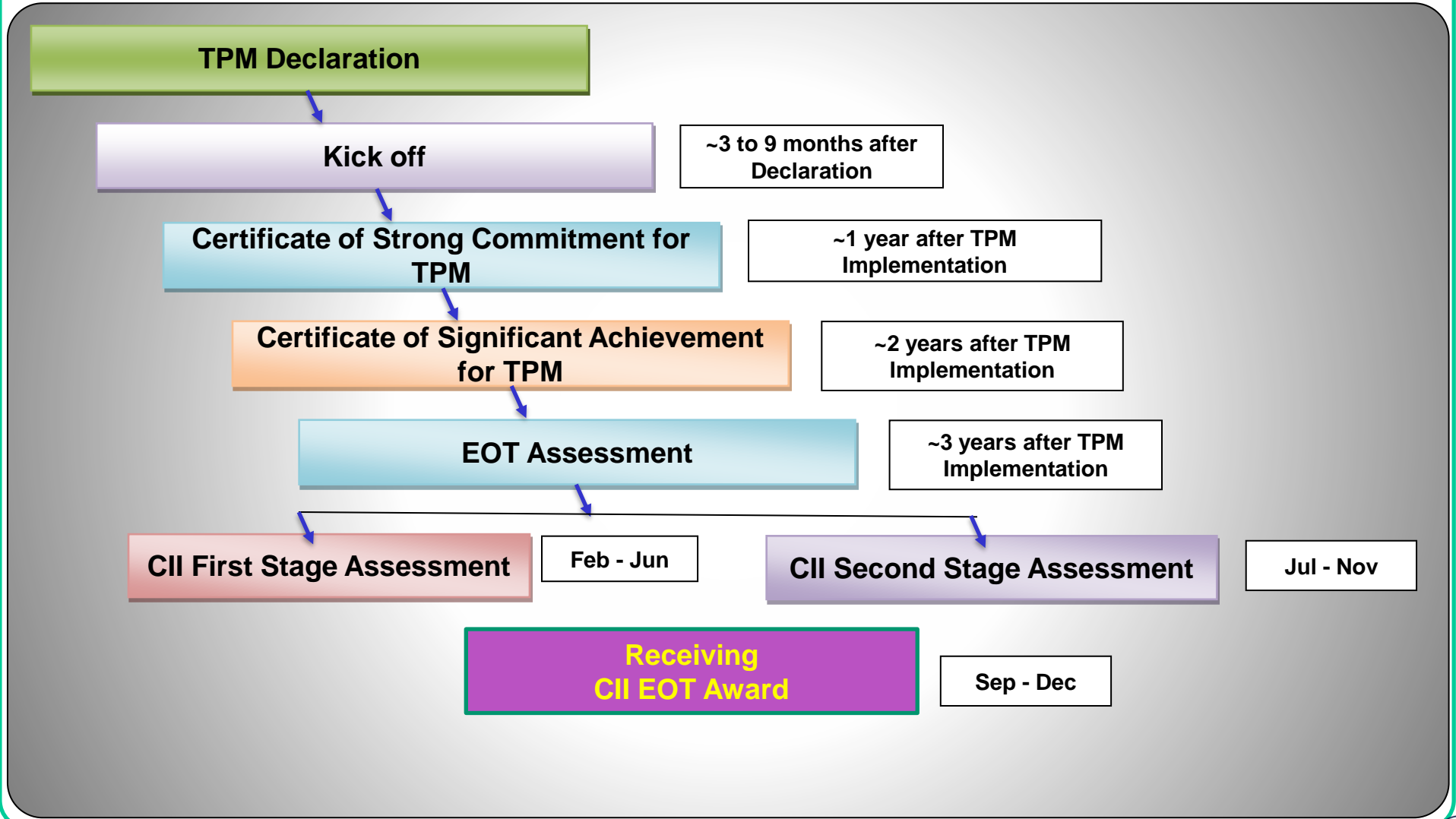
- Company should score minimum of 800 points to receive the certificate

## EOT Award Outline 2024

**'CII Excellence in Operational Technology Award'  
2024**

# TPM JOURNEY IN A COMPANY

## Roadmap for CII EOT Award



# TPM JOURNEY IN A COMPANY

## EOT Assessment Criteria and Sustenance

### EOT Award

After 3 years of TPM Implementation or 1 year achievement of Significant achievement

**EOT – Silver  
Category**

Minimum 700 Points  
out of 1000 points

**EOT – Gold  
Category**

Minimum 800 Points  
out of 1000 points

**EOT – Platinum  
Category**

Minimum 850 Points  
out of 1000 points

**Eligibility : Minimum 500 Points to Score during First Stage Assessment**

#### **Validity of EOT Award :**

- a) EOT Award will be valid up to 2 years. Also companies need to improve the category can apply any year.
- b) company reaches platinum level can apply for sustenance award before expiry of the EOT award achievement.



## Eligibility Criteria for applying CII EOT Award

- Must have minimum of 3 years of TPM implementation or after completion of one year in CII TPM Significant achievement certification are eligible to apply.
- In this EOT Category, TPM activity must be implemented at plants / factories on 6 pillars (individual improvement; autonomous maintenance; planned maintenance; quality maintenance; education and development; safety, Health, and environment control) and 2 pillars ( Development Management & Office TPM ) will be initiated based on company requirements.
- Must have completed Step 3 of Autonomous maintenance activity in all machine and Step 4 activity on minimum 70 % of machines to be completed and must have completed step 4 activity on model machines.
- Must have achieved both Tangible (Productivity, Quality, Cost, Delivery, Safety & Morale) and Intangible achievements based on Result Criteria.
- Mainly - No fatal accident in last one year. 80 to 90% reduction in Breakdown frequency & Defect Quantity are essential results

# Assessment Procedure

- CII EOT category should consist of First Stage Assessment and Second Stage Assessment.
- First Stage Assessment will be carried out between the Period of February 2024 to Jun 2024.
- Second Stage Assessment will be carried out between the Period of July 2024 to Nov 2024.
- Assessment will be performed by the Award for EOT with the assessment criteria and checklist items.
- All assessment will be performed at the applicant plant / factory
- 2 Assessors will do assessment for all CII EOT Award categories.
- Assessment will be carried out as Onsite Assessment at the applicant plant / factory. Due to some unavoidable circumstances, online assessment also will be carried out based on the agreement between the CII and respective plant management.
- Based on the request from the applicant, we may carry out the Pre-assessment (Health assessment of the plant) before 2 months of First stage Assessment.

## First-stage Assessment: On-Site Assessment (Feb 2024 - Jun 2024)

- Using the Assessment Criteria and Checklist for each award (refer Checklist), assessment will be performed for the status of TPM activities, their tangible and intangible results and the level of understanding exhibited by supervisors, promotional staff in charge, and promotional staff members. Assessors will determine whether the applicant is eligible to move on to the next stage.
- Site being assessed must satisfy the items contained in the “Assessment Criteria” (Refer Section 10).
- The assessment of tangible and intangible achievements will cover the performance following comment of TPM activities.
- The results of the assessment will be announced on assessment day.
- If the applicant does not pass the first-stage assessment, the applicant may apply in next year.

## Documents required for First Stage Assessment

- PDF file of EOT Activity report (Soft copy) should be sent to EOT Award Committee, Institute of Quality (IQ), Confederation of Indian Industry (CII) Bengaluru through Email by 20 days prior to First Stage Assessment. (Refer Section 3 - preparation of Activity report )
- Also sent the soft copy of Assessment Agenda by 20 days prior to First Stage Assessment. (Refer Section 4- preparation of Assessment Agenda)
- After completion of First Stage Assessment, meeting minutes should be sent by applicant plant / factory within 20 days of assessment. (Refer Section 5 - preparation of meeting minutes).

## Second -stage Assessment: On-Site Assessment (Jul 2024 - Nov 2024)

- Plants / Factories that have successfully passed the first-stage assessment will continue to the second stage.
- Using the assessment checklist for each award, assessment will be performed for progress in the status of TPM activities following the first-stage assessment.
- All the Homework points to be covered which is raised during first stage assessment.
- Assessment results will be announced at end of assessment date.
- If the applicant does not pass the second-stage assessment, the assessment result from the first-stage assessment will be cancelled.

## Documents required for Second Stage Assessment

- PDF file of EOT Activity report (Soft copy) should be sent to EOT Award Committee, Institute of Quality (IQ), Confederation of Indian Industry (CII) Bengaluru through Email by 20 days prior to Second Stage Assessment. (Refer Section 3 - preparation of Activity report)
- Also sent the soft copy of Assessment Agenda by 20 days prior to First Stage Assessment. (Refer Section 4 - preparation of Assessment Agenda)
- After completion of Second Stage Assessment, meeting minutes should be sent by applicant plant / factory within 20 days of assessment. (Refer Section 5 - preparation of meeting minutes).

## Passing Score

Using the assessment criteria and checklist, the following minimum scores are required to pass the First and Second Stage assessment.

*(Note: Applicants' scores are confidential and will not be disclosed to the applicants themselves)*

**Eligibility for Second stage assessment:** The applicant must score a minimum 500 points on 1000 points checklist during first stage assessment.

### **Award for EOT:**

The applicant must score a minimum of 700 points on 1000 points during second stage assessment.

### **Award for EOT Categories:**

For above 700 Points – EOT Silver category.

For above 800 Points – EOT Gold category

For above 850 Points – EOT Platinum category

## Result announcement & Award Ceremony

The assessment result will be announced by assessors at the end of assessment date.

Official announcement of EOT Award and result will be informed by e-mail from IQ to the respective plant applicant.

Winners will be presented with a plaque at the “EOT Awards Ceremony” to be held sometime during September of 2024. (At the time of TPM National Conference ) or (CII Excellence Summit during November 2024 ) or Kaizen award ceremony during December 2024.

Based on completion of second stage assessment – applicants will be invited during the ceremony period.



## Assessors and assessment day

- Lead Assessors are available in CII with highly technically qualified and vast experience in the field of CII assessment process and we also include the professional from industry with TPM assessment skill or from academia.
- 2 assessors will do the EOT assessment for both first and second stage assessment.

During the Assessment days, plant / factory should be followed as per assessment agenda and the following necessary preparation for an assessment.

- Arrangement for the Assessment – Refer Section 6
- Arrangement for Venue/Conference Hall for Offsite Presentation and Closing meeting – Refer Section 7
- Arrangement for Memo notepads for Offsite and Onsite presentation – Refer Section 8 & 9

# Application for EOT ( Page 1 ) Section 1

## Company Information

1	Official Company Name	
2	Official Company Plant Name	
3	Address of Plant	Plot No./ Street
		City / District
		State
		Pin code
4	Address of Head Office (If different)	Plot No./ Street
		City / District
		State
		Pin code
5	Plant MD / CEO	Name
		Designation
		Email Id
		Contact No.
6	Plant TPM Co-ordinator	Name
		Designation
		Email Id
		Contact No.
7	Plant details	Product Category
		Annual Turnover
		Number of Employees
		Total size of site (sqm)

# Application for EOT ( Page 1 ) Section 1

## Additional Information

8	Completion of JH Step 3 & 30% of Step 4 (Autonomous Maintenance)	Yes / No
9	Do you already have a EOT Award	Yes / No
10	If yes, Category of Award	
11	Year of EOT Award applied	
12	Have you had any serious accidents in the last 12 months	Yes / No (If Yes, Accident report must be attached)

Please provide the below information for Consultant and Consultant Firm.

(This is required to avoid any risk of a conflict of interest between a consultant and that same person being as an assessor)

Name of Consultant	Name of Consultant Firm

By signing this form, you are entering into an agreement between the EOT Applicant for 2022 as stated here within and CII. This agreement is valid from the date of application and until all matters between the EOT Applicant for 2024 and CII relating to the 2024 EOT Award are closed.

**Name of Company Representative:**

**Designation:**

**Signature:**

**Company Seal:**

(Note: Filled application form to be Scanned and send as soft copy to CII IQ email id.)

# EOT Award Assessment Achievement Sheet – Section 2

EOT Award Assessment Achievement Sheet					
Category (PQCDSM)	Parameters	Unit	Benchmark (Kick off / last time awarded)	Actual Status 2024	Target 2025
P	OEE	%			
	Number of Breakdowns	No / Year			
	Machine Productivity	Qty / Hour			
	Labour Productivity	Qty/Man/Month			
Q	Customer Complaints	No / Year			
	Line rejection	%			
	Cost of Poor Quality (COPQ)	% to sales			
C	Cost Index	Cost / Unit			
	Maintenance cost reduction	% to sales			
	Manufacturing Variable cost reduction	% to sales			
	Raw material % to Sales	% to sales			
D	OTIF	%			
	Production Lead time	Days			
	Adherence to Production Plan	%			
S	No of accidents	No / Year			
	Safety Index	Accidents per 100000 operating hours			
M	Number of Suggestions	No / Year			
	Number of Kaizens	No / Year			

**Note: Have the indices covered all important items related to PQCDSM measures being undertaken in the entirety of the subject to be assessed. Note all indices in the EOT Activity Report. Where your specific indices vary from those above attach relevant data.**

## EOT Assessment fees

EOT Stage	Assessment fee per day	Additional Fee
First stage assessment	INR 2 Lakhs	Travel and Accommodation charge
Second Stage assessment	INR 2 Lakhs	

Note:

- The Assessment Fee is for a Single day assessment
- The Assessment Fee does not include the travel and accommodation charge, that must be taken care by Applicant.

### **Invoices, Payment of Fees and Receipts.**

- On receipt of the completed application form from the applicant, an invoice will be raised to cover the First Stage Assessment.
- After completion of First Stage of Assessment, second invoice will be raised to cover the Second Stage Assessment.
- Invoice will be raised that the total amount of the fee including GST.
- All invoices are payable within 30 days of invoice date

# EOT Activity report preparation

Objective of the EOT activity report is to provide a record of the TPM activities performed to date and to allow Assessors to study carefully prior to commencing the assessment.

## **Guide to EOT Activity Report:**

The activity report should be prepared in the MS word or coral or any other suitable software.

- A4 size with left bound format
  - Use 14-point font for Heading of content and 12 for paragraph or table
  - Provide the report in easy to readable style.
  - Language must be in English
  - Report should be a Maximum of 300 pages.
- For second stage assessment activity report, to include the first stage assessment action points and improvement activities are highlighted which would be easy for assessors to study and prepare for second stage assessment.

## EOT Activity report Submission

- EOT Activity report should be sent to CII as soft copy (Scanned copy) through email.

### **Note:**

- EOT Activity report should be sent to CII, 20 days prior to assessment date.
- In case any other improvement made, and updated or latest activity report and presentation slides of all chapter should be handed over to Assessors during previous day where assessors were staying at hotel.

# EOT Activity report Content – Section 3

Activity report should contain of 12 chapters for all 8 pillars of TPM with company details and Effects of TPM. The following contents to be available for preparation of Activity report.

## Chapter 1 – Outline of Company and Plant.

### 1.1- Company or Group details

- Brief history of company
- Area of business of company
- Company or group organization structure.

### 1.2- Plant details

- Brief history of Plant
- Plant organization structure.
- Plant lay out
- Size of Business – Production volume, major equipment, employee details etc.

1.3– Production System – from order receiving down through shipping and include the production lead time.

1.4– Main product and production system

1.5– Position of company within industry and Market share

1.6– TPM inauguration of the plant details

## Chapter 2 – TPM Policies and Objectives.

2.1 – Company Vision, Mission and Policies

2.2 – TPM Polices, objectives and implementation

2.3 – TPM Policy deployment (Level 1 and 2 matrix)

## Chapter 3 – TPM Organization and Activities.

3.1 – History of Equipment Management organization evaluation

3.2 – Plant organization and Staffing

3.3 – TPM organization and Activities

3.4 – TPM Roadmap

3.5 – Roles and Responsibilities of each pillar.

## Chapter 4 – Individual Improvement Activities ( Kobetsu Kaizen )

4.1 – Outline – Background, Aim, Target, Master Plan, and concepts

4.2 – Structure of losses and analysis

4.3 – Machine related loss reduction

4.4 – Man related loss reduction

4.5 – Cost related loss reduction

4.6 – Results and Future Plan



# EOT Activity report Content – Section 3

## Chapter 5 – Autonomous Maintenance Activities ( JIshu Hozen ).

- 5.1 - Outline – Background, Aim, Target, Master Plan, and concepts
- 5.2 – Implementation of Autonomous Maintenance.
- 5.3 – Step by step of implementation and Diagnosis systems
- 5.4 – Status of each step, activity board, one point lesson etc.
- 5.5 – Effects of Autonomous Maintenance
- 5.6 – Results and Future Plan

## Chapter 6 – Planned Maintenance Activities.

- 6.1 - Outline – Background, Aim, Target, Master Plan, and concepts
- 6.2 – Maintenance department organization and staffing
- 6.3 – Support to Autonomous Maintenance
- 6.4 – Establishing Planned Maintenance System
- 6.5 – Technical development of Autonomous Maintenance
- 6.6 – Status of Corrective Maintenance
- 6.7 – Status of Predictive Maintenance
- 6.8 – Lubrication control
- 6.9 – Maintenance Budget and controls
- 6.10 – Control of dies, jigs, measuring instruments, drawings etc.
- 6.11 – Results and Future Plan

## Chapter 7 – Quality Maintenance Activities

- 7.1 - Outline – Background, Aim, Target, Master Plan, and concepts
- 7.2 – Implementation of QM Methodology
- 7.3 – Customer complaints elimination – Inspection and Cause side methodology
- 7.4 – In-process defect elimination activities
- 7.5 – Rework elimination activities
- 7.6 - Results and Future Plan

## Chapter 8 – Development Management Activities

### 8.1 – Product Development Management

- 8.1.1 - Outline – Background, Aim, Target, Master Plan, and concepts
- 8.1.2 – Product development management system
- 8.1.3 – Easy to make product in the development stage
- 8.1.4 – Development of Maintenance Prevention Sheet (MP Sheet)
- 8.1.5 – Results and Future Plan

### 8.2 – Equipment Development Management

- 8.2.1 - Outline – Background, Aim, Target, Master Plan, and concepts
- 8.2.2 – Integrating of Product development management and Equipment development management
- 8.2.3 – 7 steps of Equipment Development Methodology.
- 8.2.4 – Development of Maintenance Prevention Sheet (MP Sheet)
- 8.2.5 – Results and Future Plan

# EOT Activity report Content – Section 3

## Chapter 9 – Education and Training

- 9.1 - Outline – Background, Aim, Target, Master Plan, and concepts
- 9.2 – Outline of training and education and method to improve skills
- 9.3 – Implementation of Maintenance work knowledge and Skill
- 9.4 – Development of specialists
- 9.5 – Integration of other pillars to improve the skill
- 9.6 – Effect of Education and Training system
- 9.7 – Results and Future Plan

## Chapter 10 – Administration and other indirect departments (Office TPM)

- 10.1 - Outline – Background, Aim, Target, Master Plan, and concepts
- 10.2 – Autonomous maintenance activities in administration and other indirect departments
- 10.4 – Individual improvement activities in administration and other indirect departments
- 10.5 – Support to other departments
- 10.6 – Effect of improvement in administration and other indirect departments
- 10.7 – Results and Future Plan

## Chapter 11 – Safety, Health and Environment

- 11.1 - Outline – Background, Aim, Target, Master Plan, and concepts
- 11.2 – Proactive approach of Safety related activities
- 11.3 – Health Monitoring system and its related activities
- 11.4 – Environment protection system at workplace
- 11.5 – Adherence of Statutory complaints
- 11.6 – Results and Future Plan

## Chapter 12 – TPM Effect and Evaluation

- 12.1 – Tangible effects of Business level
- 12.2 – Tangible effects of Plant level
- 12.3 - Tangible effects of PQCDsME
- 12.3 – Intangible effects
- 12.4 – Vision of next century and their implication of TPM.

## Assessment Agenda format – Schedule A & B ( Section 4 )

Time	Description	Responsible Person	Location
09:00 - 09:40	Room Presentation ☐ Χοντεντο – – –	Names	AssessmentVenue
09:40 - 10:00	Question and Answer	Names	
10:00 - 10:10	Break		Assessors' Room
10:10 - 11:40	Room presentation – –	Names	AssessmentVenue
11:40- 12:00	Question and Answer		
12:00 - 13:00	Lunch Break		Venue name
13:10 - 15:40	Onsite Presentation Content – – ☐	Names	On-site
15:50 - 16:40	Break and Assessors' Meeting		Assessors' Room
16:40 - 17:00	Closing Session	Names	AssessmentVenue

**Assessment Agenda should be sent to CII through email prior to 20 days before assessment.**

## Preparation of Meeting minutes after assessment ( Section 5 )

**First Stage / Second Stage Assessment Meeting Minutes**

**Name of Your Company and Plant**

**Name of Award Category:**

**Date of Assessment**

**Assessors Name**

**Attendees: (Names of Attendee)**

**Details of Assessment meeting minutes both offsite presentation (Schedule A) and Onsite presentation (Schedule B)**

Assessment Category		Name of Assessor	Question	Response	Name of Respondent
Offsite Presentation	Autonomous Maintenance				
	Individual Improvement				
On-Site Presentation	(cases)				
	(cases)				
	(cases)				

# Preparation of Assessment ( Section 6 )

## 8.1 Travel arrangement:

Travel arrangements to assessors and assistant assessors will be arranged by applicant.

## 8.2 Accommodation:

Hotel reservations and payment for accommodation for assessors shall be made by the applicant.

Hotel rooms should be equipped with appropriate lighting and a desk for reading documents and writing reports.

All hotel expenses incurred during stay should be billed directly to company.

If applicant / company desire to wear the respective plant such as uniform, PPE etc. and assessors will adhere the same.

## 8.3 Preparation for the Venue:

The seating should be arranged with the lead assessor at the head of the table, the assessor seated next to the lead assessor and the following items should be ready for use at the assessors' table:

- Name plaques for the assessors and assistant assessors,
- A hard copy of the PPT presentation,
- Any documents such as Meeting Room or Workplace Explanatory Memos that will be used by assessors
- Notepads, microphone etc., (as needed).
- Stationery should include mechanical pencils, erasers, ball-point pens (red and black), markers, post-it notes (large, small), etc.

# Preparation of Assessment ( Section 6 )

## 8.4 Preparation for the Assessors Room:

- Separate room will be provided for assessors to discuss or meeting among the assessors and to take rest or change of company uniform and protective equipment's if company provided for assessment.
- Keep the stationery items in the room for assessment purpose.

## 8.5 Preparation for the Onsite Presentation:

- On the TPM activity board to be used for on-site presentation, place numbers corresponding to the on-site presentation program as per assessment agenda and explanatory memos.
- Presenters will be ready at the respective activity board and microphones to keep ready for onsite presentation.

## 8.6 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.

## 8.7 Preparation of Memo Notepads:

- To assist the Assessors' note taking during offsite presentations and onsite presentations made during the plant tour, notepads should be prepared with headings to indicate the theme of the presentation, the names of the presenters and location. (See section 9)

# Preparation of Assessment ( Section 6 )

## 8.8 TPM Activity Presentation in the Main Venue (Offsite):

- Presentations should be focused on the point you would like to emphasize.
- Describe improved conditions precisely regarding the subjects that have been remarkably improved.
- Provide a period of more than 40 minutes for questions and answers after all presentations have taken place.

## 8.9 TPM Activity Presentation in the Shop floor and offices (Onsite):

- 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 Individual Improvement, 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 and the number of explanatory points should be less than Ten

## 8.10 Break time:

- Allocate break times appropriately.  
Please set aside 60 minutes for lunch break

# Preparation of Assessment ( Section 6 )

## 8.11 EOT Award Assessor Meeting:

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

## 8.12 Feedback Session:

- The assessors express their impressions, interests, and concerns at the final feedback session. Comments of each assessor usually requires more than 20 minutes.

## 8.13 Schedule Control:

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

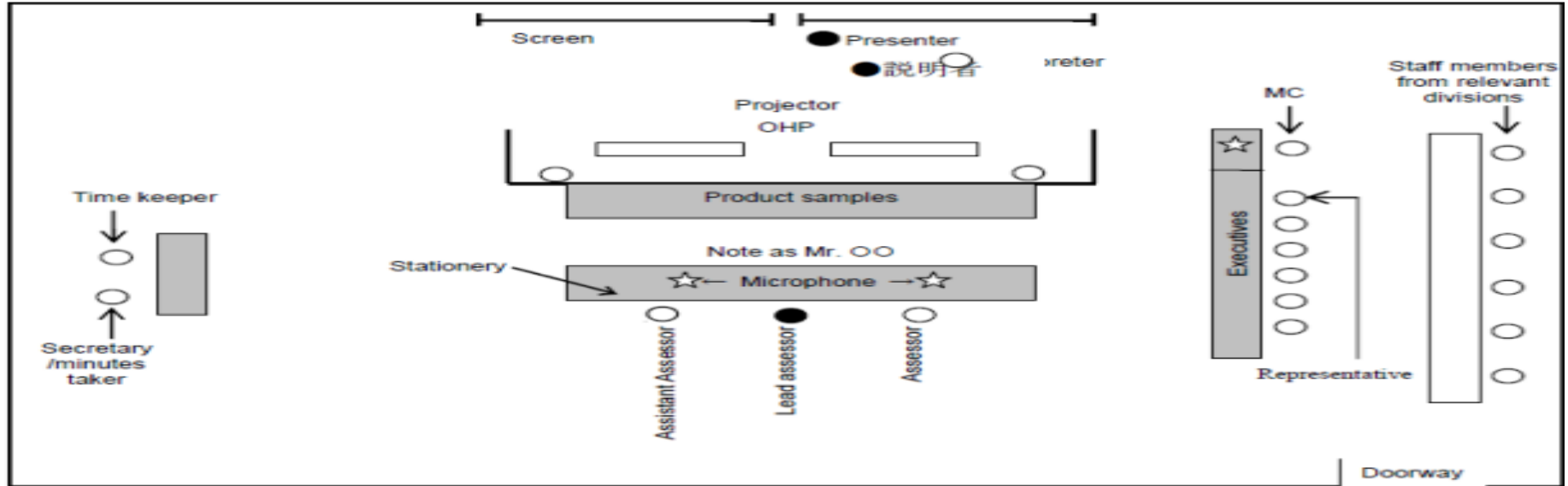
## 8.14 Communication:

- All inquiries and the required Documents should be sent to CII and must meet respective due dates.
- All the communication regarding EOT Award will be done between the designated contact person on the application form and CII.

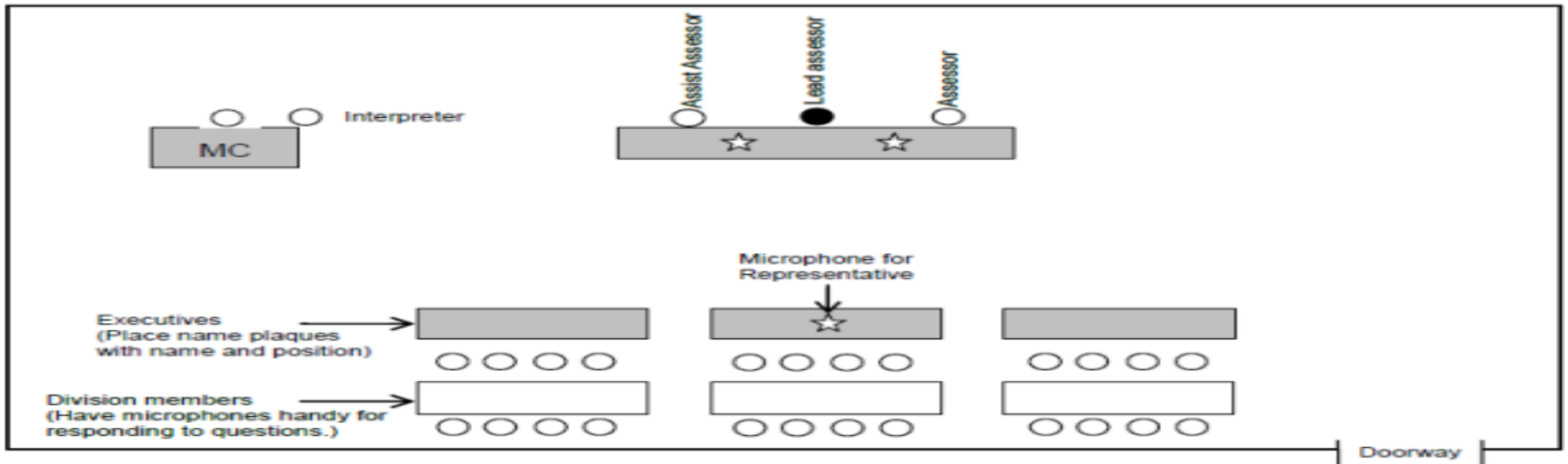


# Arrangement of Assessment Venue ( Section 7 )

## Assessment Venue for Room Presentation



## Assessment Closing Session



Note: Please place tablecloths reaching the floor on the tables specified with shading so that feet will not be visible.



# Memo Sheets – Onsite presentation ( Section 9 )

Preparation of Onsite Memo Notepad:

<b><i>MEMO SHEET FOR ON-SITE PRESENTATION OF TPM ACTIVITY</i></b>			
No ::	OUTLINE :	THEME:	Date: Activity Board Presentation
Time ::	PRESENTATION		Presenter ::
OUTLINE :			
<b><i>MEMO</i></b>			



# Fundamental requirement for Implementation

S.No	Assessment Criteria	Explanations
1	Formulation of policy and target	A target contributing to management is established in line with the concepts that TPM policy is consistent with the basic corporate policy, TPM is clearly positioned in the strategy as an enterprise or working site, and "TPM is a job."
2	Formulation of master plan	The master plan showing the basic promotion plan of TPM in chronological order is created to fulfil the initial purpose. Master Plan is used as a criterion for all activities and as a fundamental when deciding to promote each pillar at the working site.
3	Establishment of promotion system by top management	The chief executive for TPM promotion is the business manager who exercises leadership based on his/her own intentions. The organization for TPM promotion based on the premise above is established and functions.
4	Manager and technical staff-led type formation of overlapping small groups	A manager and technical staff-led type of working organization consisting of overlapping small groups is formed in establishing the promotion system. The role and responsibility of each level of overlapping small-group organizations are clarified.
5	Creation of opportunity for all members to participate	All members participate in TPM activities across all departments and levels, to clarify the presence and accomplishment of each member through participation by each member in the activities based on the idea that "TPM is a job."
6	Introduction of step-by-step implementation system	The steady progress management of activities is carried out through step-by-step implementation which clearly shows what to do at the present stage, what to do at the next stage and the final picture, to implement what to do and clarify the guidance points in the process of activities.

# Fundamental requirement for Implementation

S.No	Assessment Criteria	Explanations
7	Implementation of step-by- step examination	Appropriate consultation is carried out in the system where a group in a position of leadership evaluates the appropriateness of going on to the next step when implementing activities through step-by-step implementation, and where top management at the working site also evaluates it.
8	Ensuring of top management diagnosis function	The business manager confirms at a certain time the status of accomplishment as stated in the TPM policy and implemented as planned by the manager to produce results, and confirms the need to change the future policy, plan, system, etc.
9	Establishment of pillars of TPM implementation	Basic pillars toward activities are established from the viewpoints of a double-wheel system concerning equipment management by a field operator and specialized maintenance to avoid problems in production equipment, prevent the occurrence of problems by upstream control, and develop human resources. Based on the above, pillars for activities according to the needs as a working site are clarified.
10	Clarification of loss	TPM aims to contribute to business by thoroughly eliminating “losses” including chronic loss. Therefore, the existence and definitions of loss and structure are clarified, and the level of contribution to business by eliminating such losses is clarified.
11	Utilization of methods and techniques to solve problems/issues	To produce results toward solving problems including chronic loss, such approaches as applicable analyses and improvement, and their methodologies are clarified, and activities logically implemented.
12	Utilization of tools for circle activation	“TPM activities board,” “one-point lessons” and “circle meetings” are utilized as effective tools for circle activation.
13	Establishment of system for developing human resources	A system for training is established to secure personnel having capabilities corresponding to the work, and education and training based on that system are carried out. Special programs are systematized and implemented for workers directly engaged in equipment management, to secure professional engineer capabilities and develop human resources having new capabilities.

# Assessment Checklist for all EOT Award Categories (Section 10 )

S.No	Chapter s	Check Points
1	TPM Policies and Objectives	TPM policies are planned in relation between company policies like core values, Vision, Mission, and plant policies.
		Implementation of TPM Approach
		Derive the Company and Plant SWOT analysis and derive the implementation of Strategy TPM as Operational Excellence.
		The relation between TPM target values and management target results are clear.
		The master plan is in an appropriate order as an action plan to achieve TPM.
		TPM policies and objectives are checked using methods such as benchmarking that all sections of PQCDsME are displayed corresponding to 8 pillars.
		TPM policies and objectives have been set forth and observed by all the departments and sections.
		The achievement status of TPM policies and objectives is available in a timeline using objective data.
		Overlapping small groups, the TPM promotion committee, and other special committees are organized in a way that leads to TPM activities.
		TPM promotion units help facilitate TPM activities within departments/sections.
		Small groups on the front line have been vitalized.
		The achievement status of TPM objectives is confirmed and necessary actions are taken for unachieved indexes.
2	Individual Improvement	Individual improvement issues and themes are set up in relation to TPM policies and objectives.
		Objectives are set forth for each subject of individual improvement, and contributions are being made clear by performance indexes.
		Terms and definitions are being made clear on production department losses and their elimination is being dealt with.
		A system is set up to analyze and understand the relationship between loss and cost using the loss map and loss tree methods.
		Improvement activities are being actively carried out, and contribution to the achievement index is clearly understood.
		A system to prevent recurrence of problems such as defects, breakdown, and short mechanical stalling is standardized.
		A system to apply cases of individual improvement horizontally is established.
		There are many cases of zero occurrences of defects, breakdown, and short mechanical stalling.
		Machine, Man and Cost related improvement activities to be demonstrated
		The results of improvement are being announced qualitatively and in terms of PQCDsME, and future issues and goals are clearly set.



# Assessment Checklist for all EOT Award Categories (Section 10 )

S.No	Chapters	Check Points
3	Autonomous Maintenance	Autonomous maintenance achievement goals are set up using a step-by-step method.
		Achievement goals are appropriately assessed at each step by managers for progress and completion.
		Workplace/on-site visual boards, which show the status of activities, goals, accomplishments, and issues to be resolved, are in place.
		Actions are being taken to remove dirt, stains, scattered raw materials, oil leakage, etc. and to eliminate their cause.
		Cleaning, lubrication, bolt tightening, and inspections are performed perfectly and without fail, and thorough measures are taken for difficult-to-handle areas.
		Excellent storage procedures are in effect for tools and jigs, and cleaning is carried out routinely.
		Improvement proposals are made and implemented.
		A system to upgrade the skills of all employees is established with a skill evaluation chart, one-point lessons, and maintenance skill training, and is showing results.
		One-point lessons are available as training texts and are being used.
4	Planned Maintenance	Employee morale surveys and skill maps are used to confirm that all employees are working on workplace improvement with a sense of accomplishment.
		Goals for autonomous maintenance are set up in line with TPM policies.
		Duties for autonomous maintenance and planned maintenance are clearly defined and a mutual cooperative structure is established.
		Appropriate equipment diagnosis technologies are being used for predictive maintenance and deterioration checks, and TBM (time-based maintenance) and CBM (condition-based maintenance) are selectively used.
		Maintenance standards are in order and an appropriate maintenance calendar is created.
		Sudden breakdown has significantly decreased with thorough failure analysis and enhanced improvement maintenance; a system is set up for MP design information to accumulate and utilize the data.
		A system is set up and is being upgraded for professional maintenance skills such as repair skills, inspection skills, lubrication control skills, and failure analysis skills, for which a sufficient technical level has been reached.
		Spare parts, molds jigs, fixtures, measuring equipment, drawings, etc. are all stored as data.
		Maintenance information on the status of equipment deterioration, failure, equipment shutdown, maintenance man-hours, etc. is stored and utilized.
		Maintenance technology training is provided, and maintenance men are obtaining certification as equipment maintenance engineers.
Maintenance costs are being adequately budgeted and controlled, and the maintenance cost ratio is monitored.		



# Assessment Checklist for all EOT Award Categories (Section 10 )

S.No	Chapters	Check Points
5	Quality Maintenance	Goals for quality maintenance are set up in line with TPM policies.
		Data are being accumulated for defect outflow and defect process, causes are being analyzed, and improvement goals are being set up.
		A system is structured to set up requirements for equipment that will not turn out defects, and maintenance control is performed appropriately.
		For quality defects, measures are taken to prevent recurrence from the aspect of 4M.
		Various analytical methods such as Pareto analysis, QM matrix, and appropriate tools can be implemented which are effectively used at the appropriate stages.
		Based on fundamentals and principles, quality defects are being analyzed for cause.
		Measures aiming for zero occurrences of quality defects are showing results.
		A measure is set up to effectively and thoroughly applies the brakes on defect recurrence.
		A system is established to set up a quality maintenance system with figure 8 deployment.
		To reduce the defect rate caused by equipment, necessary training and research are moving forward.
6	Product and Equipment Development and Control	Goals for development and control of plants and products are set up in line with TPM policies.
		Items of development and control of plants and products and their standards are clear and the progress is monitored.
		In product and plant development management, a system that extracts the origin of problems in design review and debugging is fully functioning.
		The structure generating loss for product development management is clear and improvement measures are put in place.
		The MP design approach and the implementation of equipment, molds, jigs, and fixtures are both systemized.
		An information feedback system for MP design is in place.
		Economic comparison and risk analysis of plant investment plans are carried out appropriately for the cash flow base.
		A design method based on assessment standards for ease of production is introduced.
		Initial phase control is being exercised on new products and equipment, and there is a positive case.
		There is a case in which development of new technology and processing has led to the development of new products and equipment's.





# Assessment Checklist for all EOT Award Categories (Section 10 )

S.No	Chapters	Check Points
7	Training and Development	Goals for training programs are qualitatively set up.
		Important themes for the training programs are interlinked with the future of the company.
		A systematic training program for each job and rank is established with employees having a full understanding of the required knowledge and skills for each job and rank.
		A training curriculum and lecturers are available based on the training system, and appropriate training is provided.
		Effective training programs are set up for managers, staff members, operators, and maintenance workers.
		A place for maintenance skill training is provided and utilized for professional maintenance training and operator training, making it possible to carry on the skills.
		OJT training programs are fully functioning leading to the upgrading of skills for all staff members and progress in multi-skilled worker training.
		Staff members are actively working to obtain certification as autonomous maintenance engineers and equipment maintenance engineers.
		Employee satisfaction and the status of motivation are quantitatively analyzed, and measures are in place for their enhancement.
		Results from the human resources program are being fed back to TPM activity, and achievement is understood.
8	Administrative and Supervisory Departments	Goals for administrative and supervisory departments are set up in line with TPM policies.
		By supporting the efficacy of production activity and improvement of supplier activity, the product inventory and goods in process have been reduced.
		Losses by the administrative and supervisory departments are accurately measured.
		Significant reduction in man-hours has led to a reduction in overtime and work on holidays, which has reduced fixed administrative costs.
		A multi-disciplinary and multi-skill approach has moved forward, and man-hours for different departments are becoming equal.
		Morale is being enhanced in the administrative and supervisory departments.
		The office supply inventory is kept at a minimum and the office environment is improved.
		An information system is being structured and a system is set up for quick and accurate information transmission.
		Each department is dealing with reducing costs incurred from operations and overall cost reduction is improving.
		A system to carry over the skills required for sustainable operation maintenance is in place.



# Assessment Checklist for all EOT Award Categories (Section 10 )

S.No	Chapters	Check Points
9	Safety, Sanitation and Environmental Control	Safety, sanitation, and environment control policies are well defined, improvement targets are set for reduction in waste and emissions, etc.
		Past cases of labor accidents and plant disasters have been scientifically analyzed, and action has been taken to prevent recurrence.
		The Industrial Safety and Health Law is being complied with and the work environment (noise, vibration, dust, light, etc.) meets the legal standards.
		A risk analysis hazard map of the entire plant has been created, and the safety inspection manual is in order and is being audited.
		Safety awareness improvement activities take place regularly with accident, near miss and other measures.
		An emergency manual is in place, protective equipment and lifesaving equipment are ready to use, and emergency drills are being executed.
		Safety devices such as safety covers, safety nets, safety signage, and foolproof disaster prevention measures are appropriately prepared.
		Safety assessment is enforced before introducing new equipment and/or process.
		Results from improvement activities have led to energy and resource conservation.
		Environmental measures such as risk management and waste management are being considered, moving forward targeting zero emissions and reduced environmental load.
10	Effects and Evaluation of TPM	The level of achievement for the TPM goal is being assessed, and cause analysis is being carried out for its achievement or non-achievement.
		Objectives are being met in terms of overall equipment effectiveness, sporadic breakdowns, minor stoppages, and defective product indexes.
		Prominent results have been obtained in reducing process defects and customer complaints.
		The product inventory and works in process have been drastically reduced in comparison to before TPM introduction.
		A record of zero accidents and zero pollution is continuing.
		Product cost is reduced, and cash flow is improved.
		Achievement is seen that contributes to the operation profit improvement.
		TPM cost/benefit analysis is in order.
		High worker morale and a stimulating working environment are in place as an intangible benefit of TPM activities.
Problems that remain unsolved in connection with TPM activities are being clearly recognized and concrete action plans are being envisioned.		



# 1000 point Assessment Scoring sheet

## EOT Award - SUMMARY SHEET

SI No	Audit Parameter	Max	Score
A	Involvement of Top Management & Employees and Understanding & Implementation of 'Preparatory steps'	200	
B	Implementation of 6 Pillar activities and Quality of Presentations in Schedule A (Off Site)	250	
C	Implementation of 6 Pillar activities and Quality of Stories Presentations in Schedule B (On Site)	250	
D	Overall Results & Benefits Achieved by the Activity	300	
Total		1000	

### Award for EOT Categories:

For above 700 Points – EOT Silver category.

For above 800 Points – EOT Gold category

For above 850 Points – EOT Platinum category

### Validity of EOT Award :

a) EOT Award will be valid up to 2 years. Also, companies need to improve the category can apply any year.

b) company reaches platinum level can apply for sustenance award before expiry of the EOT award achievement.

**Please send your application, documents, and inquires to the below address or email:**

**CII Institute of Quality  
TPM Club India  
Magadi Main Road, Vishwaneedam Post  
2<sup>nd</sup> Stage, Bharat Nagar,  
Bengaluru, Karnataka - 560091  
Email id:**