



ASIAN PRODUCTIVITY ORGANIZATION

PROJECT NOTIFICATION

11 May 2016

1. **Project Code** 16-IN-13-GE-TRC-B
2. **Title** e-Learning Course on Total Productive Maintenance (TPM) Applications in SMEs
3. **Timing and Duration** Session 1: 7–10 November 2016 (four days)
Session 2: 21–24 November 2016 (four days)
4. **Venues** Session 1: Cambodia, Fiji, Mongolia, Philippines, and Vietnam
Session 2: Bangladesh, India, IR Iran, Nepal, Pakistan, and Sri Lanka
5. **Implementing Organizations** APO Secretariat and the following NPOs:

Session 1
Cambodia: National Productivity Centre of Cambodia, Phnom Penh
Fiji: National Training & Productivity Centre, Fiji National University, Suva
Mongolia: Mongolian Productivity Organization, Ulaanbaatar
Philippines: Development Academy of the Philippines, Manila
Vietnam: Vietnam National Productivity Institute, Hanoi

Session 2
Bangladesh: National Productivity Organisation, Dhaka
India: National Productivity Council, New Delhi
IR Iran: National Iranian Productivity Organization, Tehran
Nepal: National Productivity and Economic Development Centre, Kathmandu
Pakistan: National Productivity Organization, Islamabad
Sri Lanka: National Productivity Secretariat, Colombo
6. **Number of Participants** More than 20 from each participating country
7. **Closing Date for Nominations** Session 1: 9 September 2016
Session 2: 23 September 2016

(Note: To maximize project benefits, the local venue [city and/or videoconferencing center] may change depending on the level of interest, participant type, and suitability of the venue as advised by the NPO.)

8. Objectives

- a. To understand the history, concept, and purpose of TPM.
- b. To provide participants with practical approaches, tools, and steps to adopt TPM in SMEs.
- c. To improve the corporate culture and mindset through the improvement of personnel and machine systems.

9. Background

TPM is an approach to equipment improvement used to reduce costs and improve quality and delivery reliability. TPM is an evolution of 5S, particularly the *seiso* (keeping machines and work areas clean) element. TPM was originally developed among Toyota's supplier base and has become an essential part of world-class manufacturing, focusing on improvement activities, production equipment, and the integration of maintenance with production. The goals of TPM are zero breakdowns, zero accidents, and zero defects with excellent performance, safety, and quality. The starting point of TPM is to measure overall equipment effectiveness and perform loss analysis to give a baseline for continuous improvement and identify improvement priorities.

The APO held face-to-face training courses on TPM in 2008, 2011, 2012, and 2015 where the participants learned to become effective trainers in TPM and use various tools and strategies to undertake TPM in their corporations and organizations. Those projects were well received, and the APO recognized that TPM was an effective approach to strengthen SMEs in member countries.

This e-learning course is being organized to train productivity trainers and consultants as well as SME CEOs and managers to equip them with practical knowledge of TPM applications. It will provide opportunities to study basic theory and the main pillars, steps, and tools in TPM with actual practice at a factory. After the course, participants are expected to promote and implement TPM applications in their organizations and countries.

10. Modality of Implementation

This course is offered using the APO's own videoconferencing platform. Appropriate videoconferencing centers in participating countries will be used for this purpose. Professional experts will conduct the e-learning course in two sessions as described above. Each participating country team will be led by a local coordinator. On the last day, a written assessment test will be conducted to test the participants' learning from the course.

11. Scope and Methodology

Scope

TPM concept and approaches, steps in TPM implementation, and case studies of TPM applications in SMEs.

Methodology

Interactive lectures, group discussion, site visits, and assessment test.

The tentative program is given below:

Day	Activity
Day 1	Opening session and presentations by resource speakers
Day 2	Presentations by resource speakers
Day 3	Site visit(s), group discussion
Day 4	Country presentations on field visit(s), summing-up session, course evaluation, and examination

12. Qualifications of Candidates

The participants are expected to possess the following qualifications:

Present Position	TPM practitioners for SMEs from NPOs and other organizations, SME CEOs, or production or maintenance managers from SMEs who wish to implement TPM in their organizations.
Experience	At least two years of experience in a related field.
Education	University degree or equivalent qualification from a recognized institution.
Language	All proceedings of the project are conducted in English, and participants are frequently required to make oral and written presentations. They must therefore be proficient in spoken and written English. Those who are not proficient in English will not be accepted.
Health	Physically and mentally fit to attend an intensive project requiring participants to complete a number of individual and group activities and strenuous fieldwork. It is therefore recommended that member countries not nominate candidates likely to suffer from physical and mental stress.
Age	Candidates who fit the above profile are typically between 30 to 50 years of age.
APO Certificate	Participants are required to attend the entire program to receive the APO certificate of attendance.

13. Financial Arrangements

To be borne by participating countries

All local implementation costs not covered by the APO.

To be borne by the APO

- a. All assignment costs for resource persons to prepare presentation materials and deliver presentations.
- b. Rental and other charges of the videoconference systems in participating countries.
- c. Honoraria for national coordinators designated by NPOs and transportation costs for field

visits, if necessary.

14. Actions by Participating Member Countries

a. Each participating country is requested to nominate more than 20 participants and submit a list in the format to be provided by the Secretariat later. The list of participants from each participating country must be finalized and sent to the APO Secretariat one week before the course begins. Please ensure that candidates nominated meet the qualifications specified above.

b. Each participating country will identify an appropriate local coordinator. The coordinator will moderate group discussions among the participants during the e-learning course in consultation with the NPO and chief resource persons identified by the APO Secretariat. The group discussions will include experience sharing, views of participants on TPM in SMEs, and review of e-learning sessions. The coordinator will also make all necessary arrangements with the local videoconferencing center prior to commencement of the e-learning course to ensure that the facility is ready for the sessions.



Mari Amano
Secretary-General