



ASIAN PRODUCTIVITY ORGANIZATION

## PROJECT NOTIFICATION

17 November 2014

1. **Project Code** 15-IN-13-GE-WSP-B
2. **Title** Workshop on Total Productive Maintenance(TPM)  
Applications in SMEs
3. **Timing and Duration** 4–8 May 2015 (five days)
4. **Venue** Ulaanbaatar, Mongolia
5. **Implementing Organization** Mongolian Productivity Organization  
Bayangol District, Peace Avenue, 20th Khoroo,  
Ulaanbaatar 210526, Mongolia  
Phone: 976-91918009  
e-Mail: info@mpo-org.mn
6. **Number of Overseas Participants** Up to 18 qualified overseas participants from Bangladesh, Cambodia, Fiji, India, Indonesia, IR Iran, Lao PDR, Malaysia, Nepal, Pakistan, Philippines, Sri Lanka, Thailand, and Vietnam. However, other member countries with special interest in this project may nominate candidates upon consultation with the APO Secretariat.
7. **Number of Local Participants** Up to six qualified participants
8. **Closing Date for Nominations** 2 March 2015
9. **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 improvement of personnel and machine systems.

### 10. 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 training courses on TPM in 2008, 2011, and 2012 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 workshop is being organized to train productivity trainers and consultants as well as SME CEOs and managers to equip them with in-depth practical knowledge of TPM applications. The course will provide the participants with 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.

## **11. Scope and Methodology**

### **Scope**

The tentative modules to be covered are:

- a. Background and evolution of TPM;
- b. Steps in TPM implementation;
- c. Autonomous maintenance;
- d. Specific improvement; and
- e. Planned maintenance.

### **Methodology**

Lectures, country paper presentation, group discussions, on site practice, and action plan presentation.

The tentative program of the training course is:

<b>Date/Time</b>	<b>Activity</b>
Sun., 3 May 2015	Arrival of participants in Ulaanbaatar
Mon., 4 May	Opening session, course overview, and overview of TPM
Tues., 5 May	Steps in TPM implementation
Wed., 6 May	Autonomous maintenance
Thurs., 7 May	Observational site visits
Fri., 8 May	Group discussion/action plan presentation, summing-up session, and closing session
Sat., 9 May	Departure of participants from Ulaanbaatar

## **12. Qualifications of Participants**

The participants are expected to possess the following qualifications:

Present Position	Productivity improvement practitioners from NPOs and other
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organizations, SME CEOs, or production or maintenance managers who wish to implement TPM in their organizations.

Experience	At least five years of experience in consulting for productivity improvement or managing a manufacturing SME.
Education	Preferably a university degree or higher qualification.
Language Proficiency	Proficiency in written and spoken English is essential for this intensive, interactive program. Those who are not proficient in English should not apply.
Health	Physically and mentally fit to attend an intensive program entailing strenuous travel and several plant/field visits.
Age	Those meeting the above qualifications are generally between 35 and 50 years of age.
APO Certificate	Participants are required to attend the entire training course to receive the APO certificate of attendance.

### **13. Financial Arrangements**

- a. All participants should be fully insured against accident and illness (including hospitalization and death) for the principal sum of US\$10,000 for the entire duration of the project and travel and must submit to the APO before participation a copy of the comprehensive travel insurance certificate valid in Mongolia. This insurance requirement is in addition to existing government insurance coverage in some member countries. If any participant is unable to insure himself/herself as stipulated above, he/she should secure this insurance in the host country at the commencement of the project and pay the premium himself/herself. Neither the APO nor the implementing organization will be responsible for any eventuality arising from accident or illness.
- b. Any expenses incurred by participants for stopovers on the way to and from the project venue or for extra stay at the project venue before and/or after the official project period due to early arrival, late departure, or any other reason.
- c. Any expenses related to visa fees and airport taxes.

#### **To be borne by the host country**

- a. Per diem allowances and hotel accommodations for up to 18 overseas participants for up to six days at the rate to be specified later.
- b. Assignment costs for local resource persons.
- c. All local implementation costs.

## **To be borne by the APO**

- a. All assignment costs of overseas resource persons.
- b. Round-trip economy-class international airfare by the most direct route between the international airport nearest to the participants' place of work and Ulaanbaatar. As far as practicable, all participants should purchase discount tickets. Please note that the arrangements for the purchase of air tickets should follow the "Guide on Purchases of Air Tickets for APO Participants," which will be sent to the selected participants. It is also available on the APO website and from APO Liaison Officers in member countries.

## **14. Actions by Member Countries**

- a. Each participating country is requested to nominate three or more candidates in the order of preference. Please ensure that candidates nominated meet the qualifications specified under section 12 above.
- b. No form of self-nomination will be accepted. All nominations must be endorsed and submitted by an APO Director, Alternative Director, Liaison Officer, or their designated officer.
- c. Please note that nomination of a candidate does not necessarily guarantee that he/she will be selected. Selection is at the discretion of the APO Secretariat. A basic criterion for selection is the homogeneity of the participants in terms of qualifications and work experience. Nonselection therefore does not mean that the candidates concerned are not competent enough. Sometimes candidates are not selected because they are overqualified for a project.
- d. Each nomination should be accompanied by the necessary documents. A nomination lacking any of these documents may not be considered: two copies of the candidate's biodata on the APO biodata form together with a passport-sized photograph. The biodata form can be downloaded from the APO website ([www.apo-tokyo.org](http://www.apo-tokyo.org)). We encourage submitting the biodata form to the APO Secretariat in electronic form as an attachment to a cover e-mail message from the APO Director, Alternate Director, or Liaison Officer. The nomination documents should be sent to the Industry Department, APO Secretariat (e-mail: [ind@apo-tokyo.org](mailto:ind@apo-tokyo.org), fax: 81-3-5840-5324).
- e. The APO Medical and Insurance Declaration/Certification Form. Every candidate must complete and submit a copy of the APO Medical and Insurance Declaration/Certification Form with his/her biodata at the time of nomination. Please note that self-declaration is sufficient for candidates without any of health conditions or illnesses listed on the reverse side of the medical form. However, for all others, medical certification by a licensed physician on the reverse side of the medical form is required.
- f. Necessary documents are to be submitted electronically. In that case, there is no need to send a hard copy by postal mail. However, if the documents are submitted by fax, member countries are requested to mail the originals of the documents to the APO Secretariat as well. If a digital photograph of a nominee is not attached to the electronic biodata form, a hard-copy photograph should be sent to the APO Secretariat by postal mail. Please give the candidate's name and the project code on the reverse side of the photograph.
- g. Member countries are requested to adhere to the nomination deadline given on page 1. The APO Secretariat may not consider late nominations as they have in the past

resulted in considerable difficulties to the implementing organization in its preparatory work for the project.

- h. For member countries where nominations are required to be approved by higher government authorities and require a longer time, the APO Liaison Officers/NPOs are urged to send the names of nominees on or before the deadline, indicating that government approval will follow.
- i. If a selected participant becomes unable to attend, he/she should inform the APO Liaison Officer/NPO in his/her country immediately and give the reason for withdrawal. The NPO concerned is requested to transmit that information to the APO Secretariat and the host country promptly.
- j. NPOs are requested to inform the selected participants that they are not to bring family members or to engage in any private business activities during the entire duration of the project.
- k. Each selected participant should be instructed to arrive at the venue one day before the start of the official project. Also, he/she is expected to return home upon completion of the official project because he/she is visiting the host country for the specific purpose of attending this APO training course.
- l. NPOs should inform participants that they must attend all five days of the project to qualify for the certificate of attendance.

#### **15. Actions by the APO Secretariat**

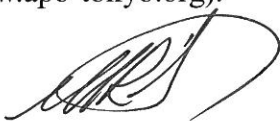
- a. Under normal circumstances, candidates who are selected will be informed of their acceptance at least four weeks prior to the start of the project.
- b. If some candidates fail to qualify or be unable to participate after selection, or if some member countries fail to nominate any candidate, their slots may be filled by alternates from the same or another member country on a merit basis.

#### **16. Postproject Actions**

All participants are required to prepare action plans during the workshop, and share the plans with their NPOs. The APO will also request participants to submit progress reports six months after completion of the program.

#### **17. Guide for Participants**

Other conditions for participation are given in the *APO Guide for Participants*, which is available from APO Liaison Officers/NPOs in member countries and on the APO website ([www.apo-tokyo.org](http://www.apo-tokyo.org)).



Mari Amano  
Secretary-General