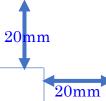
DTQMP 1 Page Layout (Margin, Number of Letters & Lines) Sample



1	11.1 What is the On-Site Examination?						
2	The on-site examination makes the core of the examinations for the Deming Prize.						2
3	During the on-site examination, the examiners, who have been assigned to an examination unit (refer to 11.4						
4	Notification of the Examiners and On-site Examination Schedule), visit and investigate the status of its TQM						
5	practices referring to its DTQMP.						
6	In determining examination units, locations, schedules and the number of examiners for the on-site examination,						
7	the Committee considers the applicant's request and the best possible method for examining the applicant's TQM						
8	implementation status.						
9	As shown below, the on-site examination consists of applicants	s' ii	nitiative Schedules A a	inc	l exami	ners' initiative	
10	Schedule B. If necessary, a reference examination will be conduct	ted					
11	Additionally, during the on-site examination of the examination	on	unit with overall adm	ini	strative	functions, an	
12	executive session will be held with top management of applicant organizations.						
13	The specific schedules of the on-site examination are determined	ed	through discussions be	etw	veen the	applicant and	
14	the lead examiner at the preparation						
15	meeting.		Schedule A (Applicants' Initiative)			ant TQM es Presentations	
16			(Applicants initiative)				
17	a) Schedule A			ľ	Opera	ional Site Visit	
18	Schedule A is the time allocated			L	Review	v of Materials	
19	for the applicant organization to take On-Site Examination		Schedule B	_	-	nation at	
20	the initiative in making the examiners		(Examiners' Initiative)		the Op	erational Sites	
21	understand the status and features of					al Question and	
22	its TQM practices.				Answe	er Session	
23	Schedule A consists of Important	L	Executive Session			nce Examination	
24	TQM Practices Presentation,				(as nee	(ded)	
25	Operational Site Visit and Review of Materials. Specific schedule	e is	decided upon consulti	ng	with th	e lead	
26	examiner at the preparation meeting. 90 letters per lin	ne					
27			•			\rightarrow	
28	1) The Unit's Important TQM Practices Presentations:						
29	These presentations include an explanation of the points that	ar	e considered to be part	icı	ılarly in	nportant in	
30	the Description of TQM Practices and the activities after the su	ıbm	ittal of DTQMP which	1 a	re follo	wed by	
31	questions and answers on these points and explanations.						
32	As a rule, ratio of the time allocation for the explanation part and Q&A part in the entire Important TQM						
33	Practice presentation should be 2 to 1. However, its time allocation will finally be decided taking into account						
34	the contents of presentation.						
35	It is advisable to provide larger amount of time to Q&A especially for "Outline of the applicant						
36	organization", "Management objective and policy", and "TQM introduction and promotion" during Important						
37	TQM Practice Presentation, e.g. 1 to 1.						
38	Materials supporting the important TQM practices presentation may be presented to or circulated among the						
39	examiners on the day of the examination.						
40							
41	2) The Operational Sit Designated Format on DTQMP 1	Pa	ge Layout				
42	For a factory, the o					ction	
43	processes such as ma (1) Size: A4 or Letter size (2) Writing Method: Written horizo	ont	ally and bound at t	he	left	nd	
44	products. For a non-f (3) Margin: 20mm on the left, righ	t, t	op and bottom.			en a	
45	product or its use needs (4) One page should contain 50 lin	es	with 90 letters per	lir	ne.		
46	During the operation (5) Font of letters: "Times New Rombusiness activities and	mə	in at 10.5 point or	ab	ove	erstand the	
$\begin{array}{c} 47\\ 48\end{array}$	special preparations for this purpose. Rather, the use of existing	g m	aterials is encouraged			lake	
49	-r pr-paratene for and parpoor rauter, are use of existing						
50	The time scheduled for the operational site visit should inclu	ıde	questions and answers	al	locating	· · · · · ·	
20mr	-				-2	-	
- 01111	T						
	20mm —Page No.—						