

7th February, 2023

To: All Members in Northern Region

5th PoKa YoKe & 9th SMED Competition
(Mistake Proofing & Single Minute Exchange of Dies Competition)
9.00 a.m.: Thursday, 16th March 2023
Venue: ICAT Convention Centre, Sector 11, IMT Manesar,
Gurugram, Haryana 122051

We are pleased to announce the **5th PoKa YoKe & 9th SMED Competition** - for Thursday, 16th March 2023, from **9.00 a.m.** onwards at **ICAT Convention Centre: Manesar, Gurugram, Haryana 122051.**

As you are aware, a **PoKa-YoKe** is any mechanism in any process that helps an equipment operator avoid (yokeru) mistakes (poka). Its purpose is to eliminate product defects by preventing, correcting, or drawing attention to human errors as they occur. The concept was formalised, and the term adopted, by Shigeo Shingo as part of the Toyota Production System.

Furthermore, **Single Minute Exchange of Dies (SMED)** is one of the many lean production methods for reducing waste in a manufacturing process. The approach of SMED / Quick Changeover is applicable, not only to manufacturing processes but also to other Non-Manufacturing Processes, such as Store - Inventory Processes, Logistics etc. It provides a rapid and efficient way of converting a manufacturing process from running the current product to running the next product. This rapid changeover is the key to reduce production lot sizes and thereby improving flow (Nagara).

In order to sustain the competitive environment, Organizations have to keep on improving their processes and systems, to achieve continuous improvement. Day by day cost pressures are building up and to compensate these pressures, everybody is trying in some way or the other to reduce these cost pressures. SMED is a technique, which can help us to deal with the cost pressures, by reducing waste.

SMED is an approach to overcome losses, due to changeovers. The method has been developed in Japan by Shigeo Shingo, and has proved its effectiveness in many companies, by reducing changeover times from hours to minutes.

The objective of the competition is to help companies witness actual case studies from various companies, to reduce their Non-Value added activities on a larger extent.

Broad Program:

This program will be conducted in two different streams

- a) PoKa - YoKe Competition
- b) SMED Competition

- c) Best teams will be decided by the team of Jury members and awarded with a trophy and a Certificate in the Valedictory Session on the same day.

Winners

PoKa-YoKe Winners	First Position	Second Position	Third Position
SMED Winners	First Position	Second Position	Third Position

Venue/Timing

The Program will be held from 8.00 a.m. (Registration) to 6.00 p.m. on Thursday, 16th March 2023, at ICAT Convention Centre, Sector 11, IMT Manesar, Gurugram, Haryana 122051/ ACMA Centre of Excellence (ACoE) -SAKSHAM , I- Tech IITD Campus, Sonipat .

Time allotted for each presentation is 15 minutes. The break-up would be 10 minutes - Presentation by the Team; 3 minutes - Question Answer Session by the Jury team & 2 minutes for changeover.

Google Map Location

For venue location, kindly type in google map **Venue name with address and state name** and you will get the location map.

Registration & Participation Details at PoKa - YoKe & SMED Competitions

Members can participate at the competition, in the following manner:

- A] Participation at Competition as a PoKa-YoKe (or) SMED Team and make the Competitive presentation.
- B] Participation as Delegates.
- C] Sponsorship for the Competition.

A] Participation as a 5th PoKa-YoKe & 9th SMED Team

- ◆ ACMA Member Companies only will be eligible to make the presentation

Particulars	Charges to participate at 5 th PoKa-YoKe Competition	Charges to participate at 5 th SMED Competition	Team Details
For Medium & Large companies	Rs. 10,000/- + 18% GST = Rs. 11,800 per team	Rs. 10,000/- + 18% GST = Rs. 11,800 per team	Total 3 members can participate in a team
For Micro & SSI Companies	Rs. 8000/- + 18% GST = Rs. 9,440/- per team	Rs. 8000/- + 18% GST = Rs. 9,440 per team	Total 3 members can participate in a team

B) Participation as Delegates & also as Additional Team Members at 5th PoKa-YoKe & 9th SMED Competition

Particulars	Charges to participate at 5 th PoKa-YoKe Competition	Charges to participate at 9 th SMED Competition	Team Details
Participation as Observer / delegate from Medium & Large Companies	Rs 3,000/- + 18% GST = Rs 3540/- per delegate	Rs 3,000/- + 18% GST = Rs 3540/- per delegate	Per delegate
Participation as Observer / delegate (For Micro & SSI Companies)	Rs 2,000/- + 18% GST =Rs 2360/- per delegate	Rs 2,000/- + 18% GST =Rs 2360/- per delegate	Per delegate

Note: Companies participating under Micro & SSI category has to provide us the scan copy of the government certificate.

Eligibility Criteria for Participation at the competition as a Team

- ACMA member companies only will be eligible to make the Presentation at the Competition
- **Companies with no dues to ACMA, such as Membership Subscription payment and Participation Fees payment for earlier events, will only be eligible to participate.**
- Presentation will include Photographs and Videos. Presenters may bring models / small parts as a support for presentation.
- Case study can be presented by maximum of 3 members in the team. Presentation can be made either in English or in Hindi language.
- Time allotted for each presentation is 15 minutes. The break-up would be 10 minutes - Presentation by the Team; 3 minutes - Question Answer Session by the Jury team & 2 minutes for changeover.

C) Sponsorship for the Competition:

A special package for membership has been worked out for **Co-sponsoring this event** for ₹35,000/-. The benefits that will accrue to the Sponsors are:

1. One PoKa-YoKe or SMED team for the Competition*
2. One free Delegate*
3. Name and logo on the side of the Backdrop
4. Acknowledge by way of Thank you Sponsor Panel at a prominent place

* Optional

The presentation format would be sent to companies who confirm their participation at the Competition as a Participating Team.

May we request the member companies to take advantage of this opportunity and confirm their participation immediately by over E-mail (**Reply Form_1**). The Confirmations along with the other necessary details can be sent-in through attached "**Detailed Reply Form_2**".

We look forward to your continued support and active participation.

Sd. /-

Regional Secretary

Enclosures: Annexure I - Reply Form_1
Annexure II - Detailed Reply Form_2

Circular No.:ACMA/NR/2022-23/23

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