

**3<sup>rd</sup> PoKa YoKe & 7<sup>th</sup> SMED Competition**  
**(Mistake Proofing & Single Minute Exchange of Dies Competition)**

**9.30 a.m.: Tuesday, 9<sup>th</sup> February 2021**

Virtual on Cisco WebEx Platform

**GUIDELINES FOR PARTICIPATING TEAMS IN SMED & POYA YOKE COMPETITION**

1. 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**.
2. TEAM would include participation fee for 3 Team members. Any additional member of the team, could participate by paying the delegate fees specified for the competition.
3. The **Reply Form 2** for participation should reach us latest by **Tuesday, 19<sup>th</sup> January 2021**.
4. The soft copy of the presentation should reach us latest by **Thursday, 28<sup>th</sup> January 2021**. There will be a negative marking if we receive it later.
5. Presentations could either be in Hindi or in English. However, the slides (power point presentation) should be in English only.
6. As suggested by Jury members, the maximum number of slides should not be more than 10 or to be restricted to a feasible number.
7. **The assessment of the presentation would be made on a weighted scale covering different aspects of the Poka Yoke / SMED activity including presentation.**
8. **The assessment/evaluation would depend upon factors like Quality, Safety, Cost Impact, Quality of Poka Yoke- Novelty & Technology, Poka Yoke Level, Horizontal Deployment, Presentation- Root Cause Analysis, Data, Quality of presentation, Clarity of Concept/ tools used.**
9. **The assessment / evaluation for SMED would depend on factors such as advance preparation; restricted hands movements; elimination / reduction of use of spanners or keys; No or reduction in number of re-work or adjustment activities; simultaneous use of removal and loading; usage of common jigs; Unique ideas / Innovation, RFTs., Quality of presentation, Clarity of Concept/ tools used.**
10. **Weightage would be given to companies meeting the deadlines mentioned above as there is sufficient time.**
11. The dress code for the team member should be preferably in company uniform or light shirt and dark trouser.

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