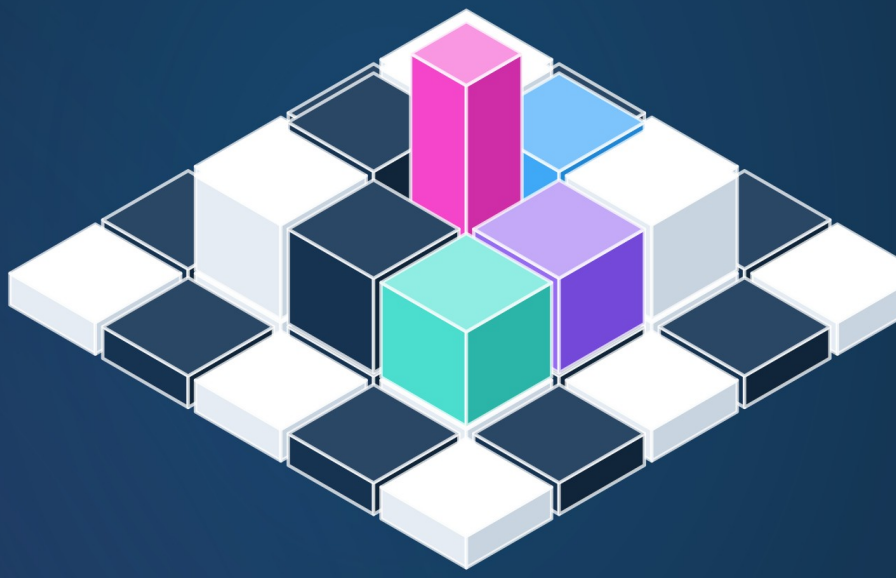
OPERATIONS INSIDER

LEAN · OPERATIONS · LEADERSHIP

THE MANAGER'S TPM QUICK START CHECKLIST

Score one machine in twenty minutes, with evidence you can point at.



MEASURE THE LOSS. THEN REMOVE IT.

START HERE

How to Use This Check

One machine, one walk, the people who run it. Twenty minutes, twenty-five statements, one number.

01 WALK	02 SCORE	03 ACT
Go to the machine with the operator and one maintenance technician. Do not score from a desk.	Score each statement from 0 to 4. Without something you can point at, the score is 2 or lower.	Pick the weakest block and agree one action with an owner and a date before you leave.

The Scoring Scale

POINTS	MEANING
0	Not in place.
1	Happens occasionally, depends on individuals.
2	Partly in place, not consistent across shifts.
3	Mostly in place and visible at the machine.
4	Consistently in place, visible, reviewed and improved.

> **WHY ONE MACHINE**
>
> **A plant does not have a TPM score. A machine does. Score the machine that hurts most and repeat the check there every quarter.**

Before You Start

- **Machine:** choose a bottleneck or the asset with the most unplanned stops.
- **Evidence:** the board, the log, the standard, the tag. If it is not at the machine, it does not count.
- **Safety:** do not open guards or reach into the machine for this check. Look, ask and read.

THE CHECK

01 Losses and OEE

NO.	CHECK	SCORE 0 TO 4
01	OEE is calculated for this machine from availability, performance and quality, using one written definition.	
02	Planned production time, stops and output are recorded during the shift, not reconstructed afterwards.	
03	Every stop longer than five minutes has a reason from a short, fixed list.	
04	Minor stops and reduced speed are measured and not hidden inside the standard cycle time.	
05	The team sees the OEE of the last shift and the largest loss at the machine before work starts.	

02 Operator Care

NO.	CHECK	SCORE 0 TO 4
06	Operators clean, inspect and lubricate the machine against a written standard with photos, tools and times.	
07	The routine takes ten minutes or less per shift and is confirmed at the machine, not in an office file.	
08	Abnormalities are tagged where they are found, and every tag has an owner and a due date.	
09	Sources of contamination and hard-to-reach places are listed and are being removed one by one.	
10	Normal conditions are marked at the point of use: levels, pressures, temperatures, flow directions.	

THE CHECK

03 Planned and Condition-Based Maintenance

NO.	CHECK	SCORE 0 TO 4
11	Every asset has a criticality class, and the maintenance strategy differs by class.	
12	A preventive maintenance plan exists and at least 90 percent of the tasks due are completed on time.	
13	On critical components, measured condition triggers the work, not the calendar alone.	
14	Critical spare parts are defined, in stock and can be found within ten minutes.	
15	All maintenance work is recorded in one system with cause, action and duration.	

04 Problem Solving and Loss Elimination

NO.	CHECK	SCORE 0 TO 4
16	Every breakdown above an agreed threshold gets a root cause analysis within 48 hours.	
17	Countermeasures act on the cause, and recurrence is checked after 30 days.	
18	The three largest losses of the last month are known, and each one has an owner.	
19	What was learned is written as a one point lesson and trained on all shifts.	
20	Repeating failures are fed back into equipment specifications and purchasing decisions.	

THE CHECK

05 People, Data and Governance

NO.	CHECK	SCORE 0 TO 4
21	The split of work between production and maintenance is written down: who cleans, inspects, repairs, improves.	
22	A skills matrix shows who can perform which maintenance task, and every gap has a training date.	
23	Machine data is captured automatically where it matters, and the team trusts the numbers.	
24	Leaders review TPM every week at the machine, with the same short agenda.	
25	Energy isolation rules for maintenance are trained, audited and never bypassed.	

Your Result

BLOCK	POINTS	OUT OF
01 Losses and OEE		20
02 Operator Care		20
03 Planned and Condition-Based Maintenance		20
04 Problem Solving and Loss Elimination		20
05 People, Data and Governance		20
TOTAL		100

YOUR RESULT

Read the Number

The total tells you where the machine stands. The weakest block tells you where to start.

TOTAL	WHAT IT MEANS	WHAT TO DO FIRST
0 to 39	Reactive. The machine is repaired when it stops.	Start measuring stops with reasons. Run an initial cleaning with tags.
40 to 59	Basic care. Routines exist but depend on people and shifts.	Write the cleaning, inspection and lubrication standard. Close tags on time.
60 to 79	Stable. Losses are measured and planned work is done.	Analyse every major breakdown. Move critical components to condition-based work.
80 to 100	Proactive. Losses are prevented and lessons reach new equipment.	Hold the level. Transfer the standard to the next machine.

Your Three Priorities

NO.	WHAT TO IMPROVE	FIRST ACTION	OWNER	DUE

THE RULE FOR EVERY ACTION

Owner and date, or it did not happen. Repeat the check on the same machine in 90 days and compare the blocks, not the feeling.

What to Do Next

NEXT STEP	WHAT YOU GET
TPM STARTER KIT	The guide for your first 30 days on one machine, plus the OEE and action tracker in Excel.
TPM EXCELLENCE BUNDLE	The full playbook, workshop pack, shop floor forms, the Excel system and a ready-to-use workshop deck.

Both are available at operationsinsider.com.