



AME Excellence Award – Guidelines to Apply

The AME Excellence Award recognizes North American manufacturing or healthcare organizations that have demonstrated improvement excellence in manufacturing and business operations. The excellence award process is focused on a single plant or operating unit, including “maintenance, repair and overhaul” operations or a hospital in either the public or private sector. The AME Excellence Award criteria details a ‘how to’ lean systems model for enterprise excellence. The primary focus of a site visit is to support your improvement efforts. The Feedback Report from the assessors has proven its use in helping previous applicants to get better at getting better. The award process also supports AME’s mission of inspiring commitment to enterprise excellence by identifying “Pearls of Excellence” (e.g., continuous improvement, best practices, creativity and innovation) to share with other AME members.

Application Requirements

To apply for the AME Excellence award, begin by completing the Intent to Apply and Plant Profile.

Send the completed information to excellenceaward@ame.org.

Your entire application consists of the:

- **Intent to Apply** form <https://ame.org/file/ameaward-application-85x112024pdf>
- **Plant Profile** https://www.ame.org/files/plant_profile_instructions.pdf
- *The above two forms can be submitted beforehand to facilitate scheduling a site visit. The Lean Sensei scores and Achievement report noted below, must be submitted at least three weeks prior to the site visit to help the Assessors prepare in advance of their trip.*
- **Self-assessment AME Lean Sensei® score** or Self-Assessment AME Lean Sensei for Hospitals score (*we only need the scores, evidence inside the spreadsheet is for your internal use, no need to fill out for AME*)
- **Achievement Report** using the AME power point template

This documentation is available on the AME website at <https://www.ame.org/excellence-awards>.

AME Lean Sensei

We suggest applicants gather their team and review the AME Lean Sensei questions. Keep in mind the Award Criteria as you reach consensus scores on the Lean Sensei questions. If you did gather evidence internally to support your Lean Sensei scores, that is information you can use to enter on the Achievement Report power point template.

Once you have gained consensus, complete the self-assessment using the Excel version of the AME Lean Sensei. You can download the Excel version of the AME Lean Sensei at www.ame.org/lean-sensei.

Please note: The AME Lean Sensei is only available to members. If you are not yet a member but are interested in pursuing the AME Excellence Award, please contact excellenceaward@ame.org to request access.

Achievement Report

You support the scores in the Sensei with a summary Achievement Report, using the AME powerpoint template (<https://www.ame.org/excellence-awards>). Use descriptions and pictures to provide evidence to support your self-assessment score. There is no need to also include that information in the Lean Sensei Excel file, unless you are doing that for your internal use.

ELIGIBILITY TO APPLY FOR THE AME EXCELLENCE AWARD

MANUFACTURING PLANT: The application entity is a single plant (facility) in the United States, Canada or Mexico. Applicants doing maintenance, repair and overhaul in either the private or public sector are eligible. The plant should have been in operation for a minimum of three years. Award eligibility must be delineated as “manufacturing” by the North American Industry Classification System (NAICS) (www.census.gov/eos/www/naics/). AME will also do site visits for AME Corporation members’ facilities outside of North America.

Questions regarding eligibility can be forwarded to the AME office. **AME members should contact the AME office if they wish to have one of their international affiliate operations apply.** Please note *we will also accept applications from healthcare service providers (hospitals)*. Final decisions regarding AME Excellence Award recipients are made by the AME Awards Council.

HOSPITAL: The applying organization may be in either the public or private sector.

TIMELINE FOR THE EXCELLENCE AWARD

Applications are now considered on a rolling basis. Intent to Apply, Plant Profile, Excel version of the Lean Sensei, and The Achievement Report are all necessary to consider your application. Download the latest Excel version of the Lean Sensei at ame.org/lean-sensei. Assessment site visits are typically conducted in late May through mid-July. Applicants will be notified of results on a rolling basis and typically no later than the end of August. AME will present the award to recipients at the applicant’s site and also provide recognition at the AME International Conference.

BENEFITS FROM PARTICIPATION IN THE AWARD’S PROCESS

- Award recipients and non-recipients each receive a detailed feedback report from the assessment team describing the organization’s strengths and opportunities to get better at getting better.
- Site visit teams consist of highly experienced improvement practitioners, who will do some coaching while on-site based on observations of how the organization improves.

- Award recipients are recognized at the AME Annual Conference, on LinkedIn and with an article describing one of the Pearls of Excellence recognized by the assessment team.
- AME produces a two-minute video to share the organization's story at the Annual Conference. A copy of the video is also given to the organization.
- 30 to 60 days after receiving the feedback report, AME schedules a Zoom session to discuss the site visit team's report. This session is an opportunity for clarification and specific questions the host site may wish to discuss.
- We encourage all award recipients to prepare and deliver a formal presentation at the following year's conference (after they receive their award) to share their stories with other AME member organizations.

CONFIDENTIALITY AND NON-DISCLOSURE

All members of the AME Awards Council and all AME assessors have signed confidentiality and non-disclosure agreements. The AME Excellence Award also has a clear policy and process to ensure that conflicts of interest are avoided.

PLANT ASSESSMENT FEE

The assessment site visit fee is \$8,000 for member companies (\$10,000 for non-members; \$7,000 for consortium members or Champion member companies), plus any travel out-of-pocket costs for the assessors.

For a small applicant (less than 300 employees) assessment site visit, the team will generally consist of three assessors. Medium-sized sites will require a team of four to five. Large sites may require a team of six to seven assessors. Site visits in the U.S. and Canada are typically two days in length. International visits to other countries typically run three days in length. Travel expenses may run between \$1,000 to \$2,500 depending on the location of your facility per assessor, international travel will run higher. Total costs will generally run between \$10,000 and \$18,000. Applicants will be notified of the fee and travel estimate before the assessment site visit. Fees for site visits cover costs for the awards program.