

ACMA Excellence Awards 2026  
Virtual Site assessment  
**Guidelines for Applicant Companies / Assessors while  
preparing for Virtual Site Assessment**

This document enables the applicant company to showcase their achievements to the assessors during virtual site assessment.

This document is to be used while the preliminary discussion is going on, on the day of assessment. Please fill the appropriate sequence of visit path based on the discussion. The **Chart 1** will enumerate the requirements of assessments (this data is to be kept with you and to be used for smooth assessment flow).

The requirements are:

1. Presentation: To review data. This can be done by digitally sharing the screen and also sharing the files if asked for, by the assessor. Company can exert their confidentiality conditions. **Please make sure that assessor understands your business profile such as market share, business model, production services, organisation structure etc. at the beginning**
2. Observation: The assessor might ask to observe a particular process. The virtual guide should use the camera of his mobile to show this the way assessor wants to see it. The company can also choose to show some process if assessor agrees.
3. Meet People: The assessors may seek the need to discuss with the operating people on the shop floor. The virtual guide (person carrying the mobile), would mediate this discussion during the virtual visit.
4. Capture Photos: There would be a request from assessor to capture few photographs to support assessment report being submitted to esteemed Jury. Please capture these photos as a screen shot on mobile or with any suitable device (afterwards you may take a clear picture for sending to assessors).

**Other requirements:**

1. Please assign the virtual guide, who would be equipped with smart phone and head phones.
2. The Virtual guide should be knowledgeable about the application and technical information of your factory.
3. The virtual guide should confirm about completing the needs identified by the assessors.
4. Virtual guide would send the information and photos as agreed in the assessment.

**Few Important things:**

- It is expected that the Top Management (Owner/ MD/ CEO/ Plant Head) is available on the day of the site assessment.
- To support the application data, kindly keep your supporting presentation/ data ready for site assessment.
- Please finalize which Virtual platform will be used between applicant company & assessor/s for site assessment
- Companies can choose suitable platform. (e.g. Webex, Zoom, Google meet, MS Team or similar)

## ACMA Excellence Awards 2026

### Virtual Site assessment

### **Communication regarding Virtual Site Assessment**

- Applicant company to use their own platform and share link with allocated assessor/s (2 days prior to assessment including trial of link). Note- this is considering recording authority with company only
- Assessor/s details will be shared with company prior to assessment date, will request company and assessor/s to communicate with each other in case of any data / information required for more clarification.
- Companies to show their good work done as a part of virtual plant visit thru digital mode (can use mobile camera or similar mode)
- Photographs which are requested by assessors needs to be uploaded in Photo Gallery. (in case of new product design and development category application, please indicate testing facility, design work stations, benchmarking room and similar areas for capturing photos)
- The company coordinator will manage time to adhere to assessment schedule.
- All concerned persons will be made available with all the relevant documents to ensure time effectiveness.
- Specific attention is brought to the presentation on one or two unique initiatives that the company may have taken in the previous year.
- To make the assessment more effective and constructive, keep all interactions and explanations in brief and to the point.

## ACMA Excellence Awards 2026 Virtual Site assessment

### Assessment Plan

| Note: Virtual Site Assessment Time Plan is shared with companies & assessors. This is a tentative schedule and adjustments can be done as per mutual convenience of company & assessor. |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| S. N.                                                                                                                                                                                   | Topic                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 1                                                                                                                                                                                       | Opening Meeting- Introduction of Management, Company Core Team & Assessors                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 2                                                                                                                                                                                       | Company Profile Presentation (Organisation, Product range, Production parameters, Exports, manpower, etc) and brief by CEO.                                                                                                                                                                                                                                                                                                                                                                                     |
| 3                                                                                                                                                                                       | <p>Presentation of Application (page by page) by the Core team. Company to keep ready all the data which has been indicated in the application.</p> <p>- During the presentation the Assessors will indicate specific areas which they want to visit during the virtual plant visit. Also certain doubts raised by Assessors during the presentation will be clarified by the Core team.</p> <p>- The Management team will also indicate areas which they would like to show during the virtual site visit.</p> |
| 4                                                                                                                                                                                       | Virtual Plant Visit: purpose is to see upkeep of plant and necessary evidences as per application points only                                                                                                                                                                                                                                                                                                                                                                                                   |
| 5                                                                                                                                                                                       | Reconciliation time for Assessors                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 6                                                                                                                                                                                       | Closing Meeting                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| To save time, Company to keep the necessary data and team ready well in advance                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

**Note: It is mandatory to pay the application fee as applicable prior to site Assessment or within 7 working days on receipt of invoice, to process the application to next stage.**

## **Guidelines for Virtual Assessment- Plant tour**

### **The cameraman should:**

- Wear head phones (not ear plug type)
- Travel in a wheel chair around the plant as much as possible
- Should capture photos wherever prompted for

### **The company may choose to use:**

- Handy Cam connected to the meeting for better quality
- To connect to CCTV network to cover remote/ distant areas, also show history particularly for accidents

### **The assessors:**

- Ought to fix the route with company before actual day of assessment
- Should request photo of their choice during assessment
- Suggest detour if necessary and if time/ resources permit

Following **chart 1** indicates the activities during assessment.

| Sr | Location                                                            | <br>Presentation | <br>Observation | <br>Meet People | <br>capture Photo |
|----|---------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|
| 1  | Office/ façade                                                      |                                                                                                   |                                                                                                  |                                                                                                    | ✓                                                                                                    |
| 2  | Training facility                                                   | ✓                                                                                                 | ✓                                                                                                |                                                                                                    | ✓                                                                                                    |
| 3  | Conference room                                                     | ✓                                                                                                 |                                                                                                  |                                                                                                    |                                                                                                      |
| 4  | Periphery                                                           |                                                                                                   |                                                                                                  |                                                                                                    | ✓                                                                                                    |
| 5  | Model line                                                          | ✓                                                                                                 | ✓                                                                                                | ✓                                                                                                  | ✓                                                                                                    |
| 6  | Stores                                                              | ✓                                                                                                 | ✓                                                                                                |                                                                                                    | ✓                                                                                                    |
| 7  | Toilet blocks                                                       |                                                                                                   | ✓                                                                                                |                                                                                                    | ✓                                                                                                    |
| 8  | Shop areas such as Paint shop/ phosphating/ plating (if applicable) |                                                                                                   | ✓                                                                                                | ✓                                                                                                  |                                                                                                      |
| 9  | E.G. Welding/ Brazing zone (if applicable)                          |                                                                                                   | ✓                                                                                                | ✓                                                                                                  |                                                                                                      |
| 10 | Remaining shop areas...                                             |                                                                                                   | ✓                                                                                                | ✓                                                                                                  | ✓                                                                                                    |



Review data



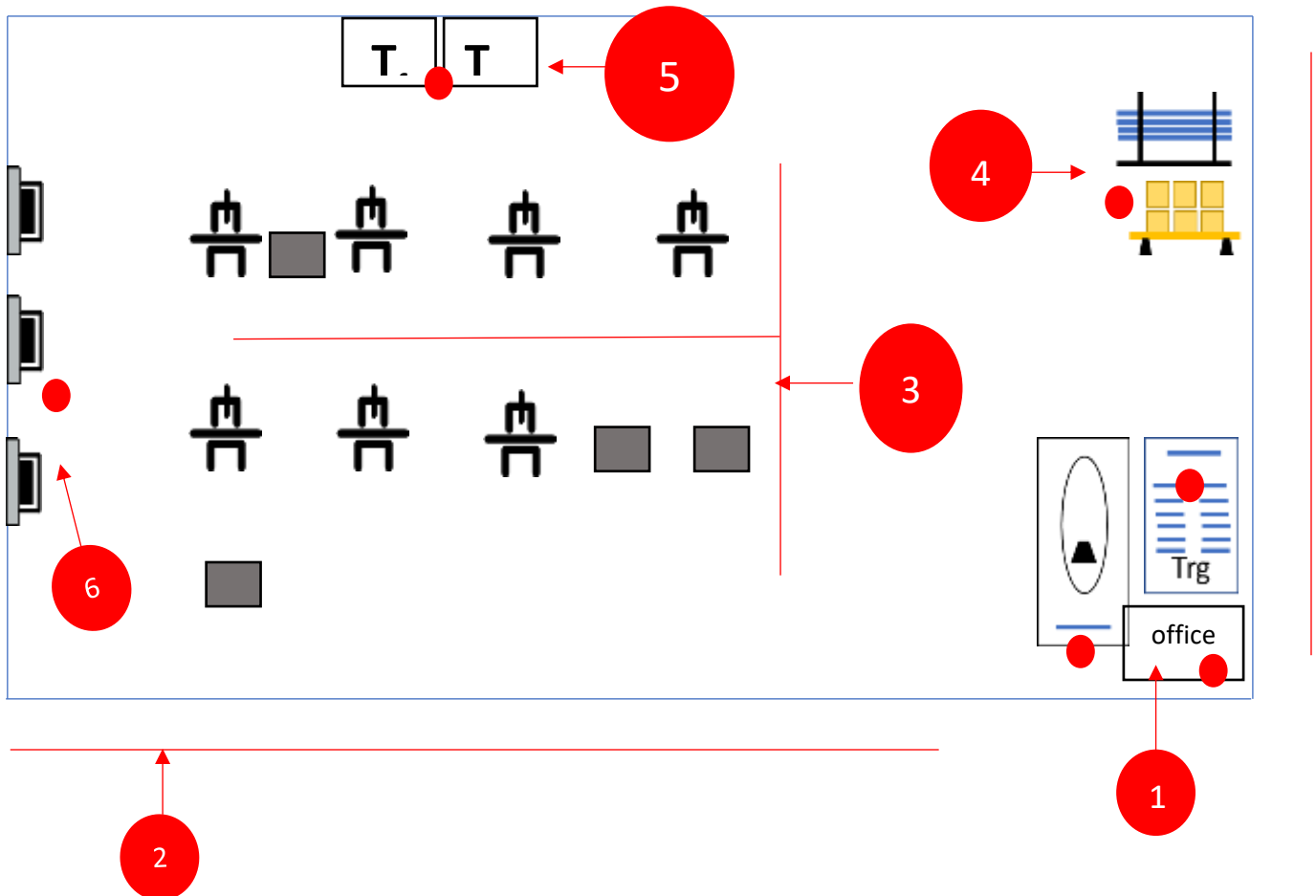
Capture Photos



Talk to people



Observe process

**Suggested route map for Virtual tour of shopfloor and facilities**

Note: Above document is provided to help smooth planning and execution of assessment. Assessor and applicant company should finalise all requirements beforehand. In case of any further clarification reach out to ACMA Awards Team.

BEST WISHES

ACMA Excellence Awards Team