

How to submit self evaluation results

Please follow the 5 steps below.

Step 1

Download the latest check sheet from [JAMA HP](#).

Step 2

Enter company information, evaluation results, your own email address, and email addresses for sharing.

Step 3

Enter required information on "JAMA/JAPIA security information request application" site and receive URL to submit the check sheet of your evaluation results.

Step 4

Access Dropbox from the URL and upload the check sheet of your evaluation results.

Step 5

Check email notifications from the system. If there is an error, return to "Step 2" and enter again.

How to submit self evaluation results

Step 1

Download the latest check sheet from [JAMA HP](#).

Please check and download the check sheet (V2.2) updated in 2024.

自動車産業サイバーセキュリティガイドライン

[HOME](#) > [自工会の活動](#) > [IT・標準化](#) > [サイバーセキュリティ推進活動](#) > [自動車産業サイバーセキュリティガイドライン](#)

付録：チェックシート

自社のセキュリティ対策の取り組み状況をセルフ評価し、対策レベルの効率的な点検を行う目的で作成しました。
PDCAを回し改善の取り組みにつなげることが出来ます。
自己評価したチェックシートの提出方法についてはこちらの[サイト](#)をご覧ください

- [チェックシート V2.2\(日本語版\)](#) 
(2024年8月28日公開)
- [Check sheet V2.2\(English Version\)](#) 
(2024年8月28日公開)

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Step 2

Enter company information, evaluation results, your own email address, and email addresses for sharing.

Please fill in the yellow cells of "Security Checklist (Level Up)". It is divided into three main sections, all of which are required. For the evaluation in "Section 3", please use "Handbook" published on JAMA HP.

Company Name	●● Co., Ltd.	Assessment Scope	Select from the pull-down menu
Company Category	Select from the pull-down menu	Company Number of Employees	Select from the pull-down menu
Contact person's e-mail address		If you need to replace a submitted checklist or add a checklist share, please select Replace.	New

Target Level	Select from the pull-down menu
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Section 1:
Input Box for Company Info, Email address, etc.
※If "Contact person's e-mail address" is not properly filled in, the submission fails and no notification emails can be delivered.

First Submission : Select "New"
Re-submission : Select "Replace"

Section 2:
Input Box for Target Level

Section 3:
Input Box for self evaluation results of up to 153 items

Assessment Results	
Assessment of Condition(s) for Achievement	Basis for Assessment <ul style="list-style-type: none"> ■ Measures complete (2 points): Regulation name, adopted system/year of its establishment, revision and adoption ■ Measures underway (1 point): Current status and scheduled completion period ■ Not implemented (0 points): Plans for future improvement ■ N/A: Reason for being judged not applicable
	Assess by selecting from the pull-down menu

Security Checklist (Level Up)

Entry Sheet for Shared

Lv1

Lv1-Lv2

Lv1-Lv3



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Step 2

Enter company information, evaluation results, your own email address, and email addresses for sharing.

Please enter the addresses of the companies you would like to share your evaluation results with in “Entry Sheet for Shared”. It will be shared automatically.

Entry sheet for shared recipients (V2.2)

If you have a company you would like to share with, please enter the email address you would like to share with below. **(Maximum 49 entries possible)**

Email address to share 1	
Email address to share 2	
Email address to share 3	
Email address to share 4	
Email address to share 5	

All of email addresses of your partners you would like to share your evaluation results



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Step 3

Enter required information on “JAMA/JAPIA security information request application” site and receive URL to submit the check sheet of your evaluation results.

1. Access the URL of “JAMA/JAPIA security information request application” site published on [JAMA HP](#).

2024年度 自己評価結果の提出方法

提出の詳細手順は以下資料にてご確認ください。

説明の中に記載されている「[自動車産業セキュリティ活動の情報提供申し込み](#)」サイトのURLは[こちら](#)になります。

- ・ [2024年度 自己評価提出方法\(日本語版\)](#) 
(2024年8月28日公開) NEW
- ・ [2024年度 自己評価提出方法\(English Version\)](#) 
(2024年8月28日公開) NEW

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Step 3

Enter required information on “JAMA/JAPIA security information request application” site and receive URL to submit the check sheet of your evaluation results.

2. Click “Submit” after filling in required information.
At that time, please select the following answer for Question No.5.

English (United States) ▾

FY2024 Application for information on automotive industry security activities

Purpose

This form is an application site for receiving information on various security activities provided by the Japan Automobile Manufacturers Association (JAMA) and the Japan Auto Parts Industries Association (JAPIA).
When applying, please confirm the purpose of use of the various information listed below and apply only if you agree.

* Required

1. 1.About the use of the various information entered in this form
Personal information and company name entered in this form will be used for group activities such as disseminating information and improving various security measures in accordance with the personal information protection policies of the Japan Automobile Manufacturers Association, Inc. (JAMA) and the Japan Auto Parts Industries Association (JAPIA).
If you agree, please check the box below and apply.
If you do not agree, please close this form.

Japan Automobile Manufacturers Association (JAMA) Personal Information Protection Policy

5. Would you like to receive an email with the URL for submitting the Cyber Security Guidelines? *
- I would like the submission URL sent to me.
- Do not wish to receive the submission URL. (This is assumed if you are already using security guidelines from other industries, etc.)

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Step 3

Enter required information on “JAMA/JAPIA security information request application” site and receive URL to submit the check sheet of your evaluation results.

3. You receive the following email with URL for submission from JAMA.

自工会情報共有申し込みについて



ict-cybersecurity@mta.jama.or.jp

宛先

アイテム保持ポリシー jpn_mail_holding_policy_3year (3年間)

① フラグを設定します: 2024年8月2日金曜日 までに開始してください。2024年8月2日金曜日 が期限です。
このメッセージは “重要度 - 低” で送信されました。

全員に返信の開始: [登録しました。](#) [申し込みました。](#) [完了しました。](#) ① フィードバック

株式会社

自工会情報共有申し込み頂きありがとうございます。セキュリティガイドラインの登録はこちらの URL までお願いいたします。

<https://www.dropbox.com/request/CU0J6ZgafnJb2CJkLmq5?ref=e>

日本自動車工業会 事務局

Dear 株式会社

Thank you for applying to share information with the JAMA. Please register for security guidelines at this URL.

<https://www.dropbox.com/request/CU0J6ZgafnJb2CJkLmq5?ref=e>

Japan Automobile Manufacturers Association Secretariat

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Step 4

Access Dropbox from the URL and upload the check sheet of your evaluation results.

1. Click “Add files (ファイルを追加)” when the following Dropbox page opens.

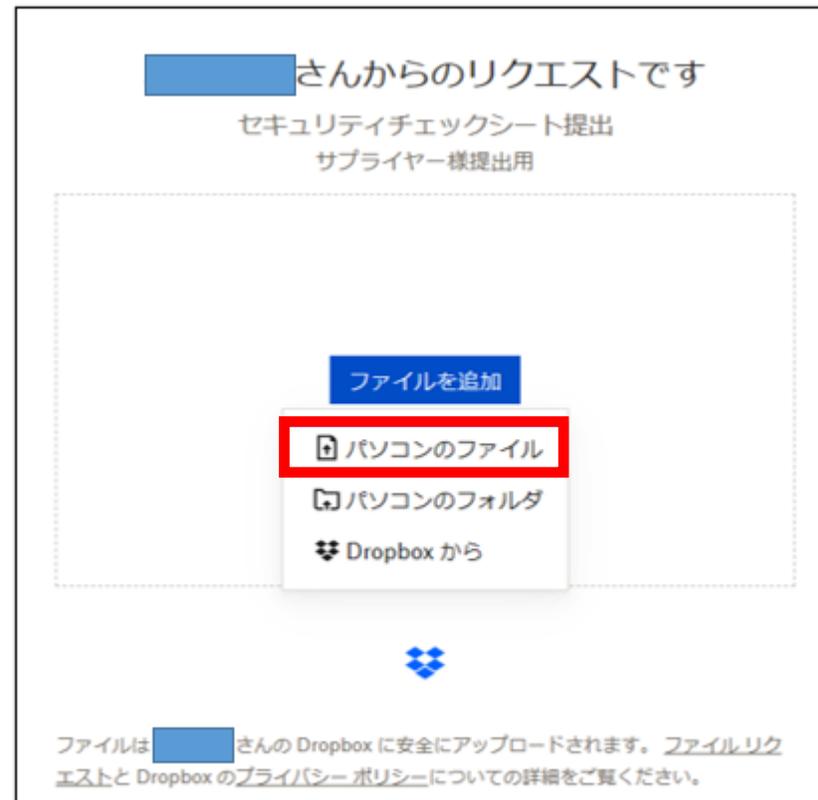


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Step 4

Access Dropbox from the URL and upload the check sheet of your evaluation results.

2. Click “Files from your PC (パソコンのファイル)”.

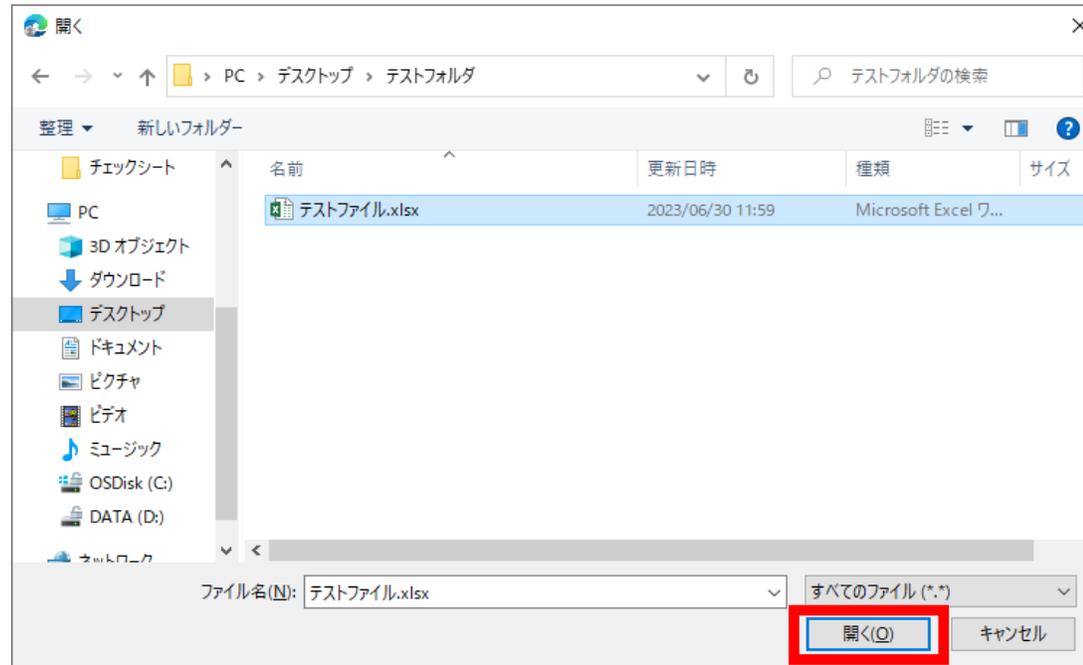


How to submit self evaluation results

Step 4

Access Dropbox from the URL and upload the check sheet of your evaluation results.

3. Click “Open (開く)” after selecting your file to submit on Explorer.



How to submit self evaluation results

Step 4

Access Dropbox from the URL and upload the check sheet of your evaluation results.

4. Click “Upload (アップロード)” after filling in required information. The information here will not be used for email notification. The one in the check sheet will be used.

さんからのリクエストです
セキュリティチェックシート提出
サプライヤー様提出用

テストファイル.xlsx

⊕ ファイルを追加

名前

メールアドレス

アップロード

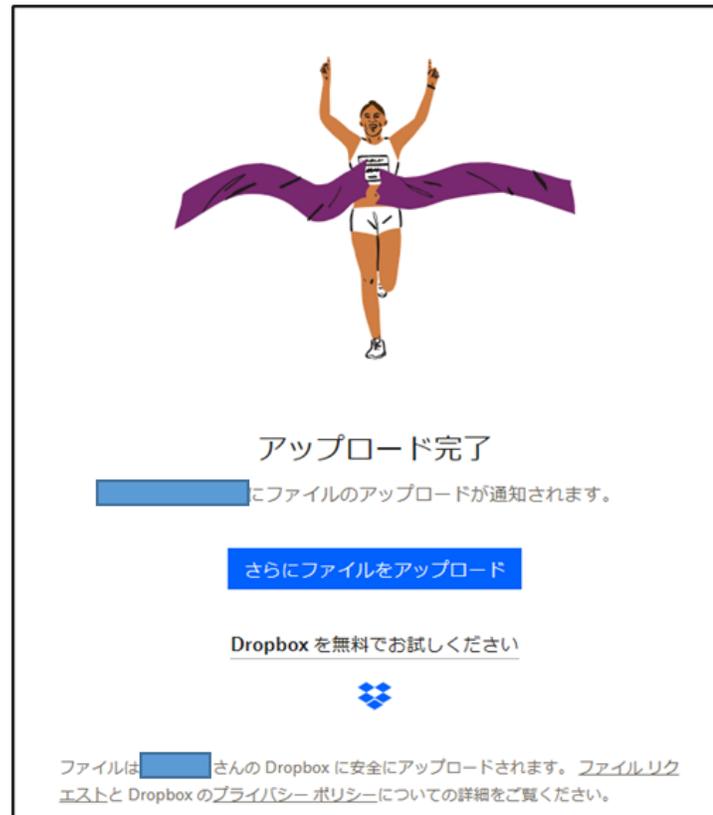
ファイルは さんの Dropbox に安全にアップロードされます。 [ファイルリクエストと Dropbox のプライバシーポリシー](#) についての詳細をご覧ください。

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Step 4

Access Dropbox from the URL and upload the check sheet of your evaluation results.

5. The upload is finished when you see the following screen.



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Step 5

Check email notifications from the system. If there is an error, return to "Step 2" and enter again.

The input check will be done within approximately one week. If there are no deficiencies, the following evaluation result sharing email will be sent from the system email address "no-reply@celf.jp". The system will set the destination to your own email address listed in "Contact person's e-mail address ", and BCC to the business partner email addresses you want to share listed in "Email address to share".



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Step 5

Check email notifications from the system. If there is an error, return to "Step 2" and enter again.

If there is an error, you will receive an email like the one below. In this case, please return to "Step 2" and re-enter the information.



返信 全員に返信 転送

2023/06/09 (金) 14:48

no-reply@celf.jp

【自動車産業セキュリティチェックシート】入力エラーのお知らせ及び再提出の依頼

宛先 [redacted]

アイテム保持ポリシー 10 Year Delete (10 年間) 有効期限 2023/06/08

自動車産業セキュリティチェックシート_Ver2.1.xlsx
270 KB

[redacted] 株式会社 担当者様

アップロードいただいた、自動車産業 セキュリティチェックシートの内容に不備があります。
不備の内容は以下の通りです。
お手数ですが、内容のご確認及び修正されましたらチェックシートの再アップロードをお願いいたします。

【不備内容】

- ・ D3 (チェックシートのセル) : 会社名が未入力です。
- ・ J3 (チェックシートのセル) : 評価範囲が未入力です。
- ・ M11 (チェックシートのセル) : No.1 の達成条件評価が未入力です。

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Step 5

Check email notifications from the system. If there is an error, return to “Step 2” and enter again.

In case of submission with “New”, we may send you the following email notification to prevent duplicate submissions from the same company, in cases we believe that the same company has already submitted an application. If you have received this notification, there is a high possibility that someone within your company has already submitted it, so please check within your company and consider whether it is necessary to submit it.



How to submit self evaluation results

The previous slides explained the submission methods in 5 steps.
Below are some FAQs.

Q1. Although I already submitted as “New”, a business partner suddenly asked me to share the results with their company. What should I do?

Ans. Please select “Replace” and submit again. When resubmitting, please enter only the sharing destination you want to add in "Email address to share". If you fill in again, the same email will be sent twice to the business partner you listed when submitting as “New”.

Q2. I don't know how to use “Replace” for the items that have added in 2023. In what cases should I choose it?

Ans. You may want to select “Replace” in the following cases.

- In case you would like to replace the evaluation results as “New” because you have reviewed it.
- In case you want to share the evaluation results with other business partners, in addition to the business partners you shared already when submitted as “New”.

Q3. Due to company rules, access to Dropbox is restricted. What should I do?

Ans. If your company does not allow access to Dropbox, please send the completed checklist to the email address below. It will be uploaded on your behalf. However, it may take more than a week to receive the notification, which is expected within one week in an usual method.

Substitute upload request address : ict-cybersecurity@mta.jama.or.jp

Q4. I don't receive email notifications. What could be the cause?

Ans. The email notifications after submission will be sent from “no-reply@celf.jp” to the address you entered in “Contact person's e-mail address”. Please double check that there are no mistakes in your company's address. Also, please check whether the emails are in your spam folder, etc.