

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 "FY2025 URL application for submitting check sheet" 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 (V2.3) updated in 2025.

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 V2.3\(日本語版\)](#) 
(2025年9月1日公開)
- ・[Check sheet V2.3\(English Version\)](#) 
(Opened on September 1st, 2025)

How to submit self evaluation results

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 *To be shared as well *Only fill in one	●●●●@●●.●●	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	Company Name has not been selected. Company Category has not been selected.	

Section 1:

Input boxes for company information, contact person's email address, etc.

*Red cells are empty cells. If you submit with the red cells filled in, an error will occur.

*Please note that if you do not enter the "contact person's email address" correctly, the submission will result in an error and you will not receive any email notifications after submission.

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

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
Assesses by selecting from the pull-down menu	

Security Checklist (Level Up)

Entry Sheet for Shared

Lv1

Lv1-Lv2

Lv1-Lv3

+

How to submit self evaluation results

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 (V2.3)

Japan Automobile Manufacturers
Association, Inc. Ver. 2.3
Japan Auto Parts Industries
Association

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	

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

Security Checklist (Level Up) **Entry Sheet for Shared** Lv1 | Lv1-Lv2 | Lv1-Lv3 | +

How to submit self evaluation results

Step 3

Enter required information on “FY2025 URL application for submitting check sheet” site and receive URL to submit the check sheet of your evaluation results.

1. Access the URL of “FY2025 URL application for submitting check sheet” site published on [JAMA HP](#).

2025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「2025年度 チェックシート提出用URL申し込み」サイトのURLは[こちら](#)になります。

- ・ [2025年度 自己評価提出方法\(日本語版\)](#)



(2025年9月1日公開) NEW

- ・ [FY 2025 How to submit your self-assessment \(English Version\)](#)



(Opened on September 1st, 2025) NEW

How to submit self evaluation results

Step 3

Enter required information on "FY2025 URL application for submitting check sheet" site and receive URL to submit the check sheet of your evaluation results.

2. Enter the required information, such as company name, applicant name, and email address, and press the "Submit" button.

*If you enter the wrong email address, you will not receive an email. In that case, please input again.

English (United States)

FY2025 URL application for submitting check sheet

Purpose

This form is an application site for requesting a URL for a checklist to be submitted to the Japan Automobile Manufacturers Association (JAMA). When applying, please confirm the intended use of the various information listed below, and apply only if you agree. A URL will be sent to you by email immediately after submitting your application. If you do not receive the URL, please check your email address and register again.

When you submit this form, it will not automatically collect your details like name and email address unless you provide it yourself.

* 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
<https://www.jama.or.jp/english/privacy.html>

Japan Auto Parts Industries Association (JAPIA) Personal Information Protection Policy
https://www.japia.or.jp/privacy_policy/

*

☐ I agree to the above terms of use

2. Company Name *

Enter your answer

3. Applicant name *

Enter your answer

4. Mail Address *

Please enter an email

Submit

Never give out your password. [Report abuse](#)


How to submit self evaluation results







Step 3

Enter required information on "FY2025 URL application for submitting check sheet" 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.

[!] チェックシート提出用URL申し込みについて / Response to JAMA checksheet URL application

 ict-cybersecurity@mta.jama.or.jp
宛先 ● NAKAO, KOUYUKI / 中尾考行

  返信  全員に返信  転送  


2025/06/16 (月) 15:30

 このメッセージは "重要度 - 低" で送信されました。


申し込み頂きありがとうございます。

2025年度のチェックリスト提出用URLを送付致します。
<https://????>

日本自動車工業会 事務局


Thank you for your application.

We will send you a URL for submitting the 2025 checklist.
<https://????>

Japan Automobile Manufacturers Association Secretariat

How to submit self evaluation results

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.

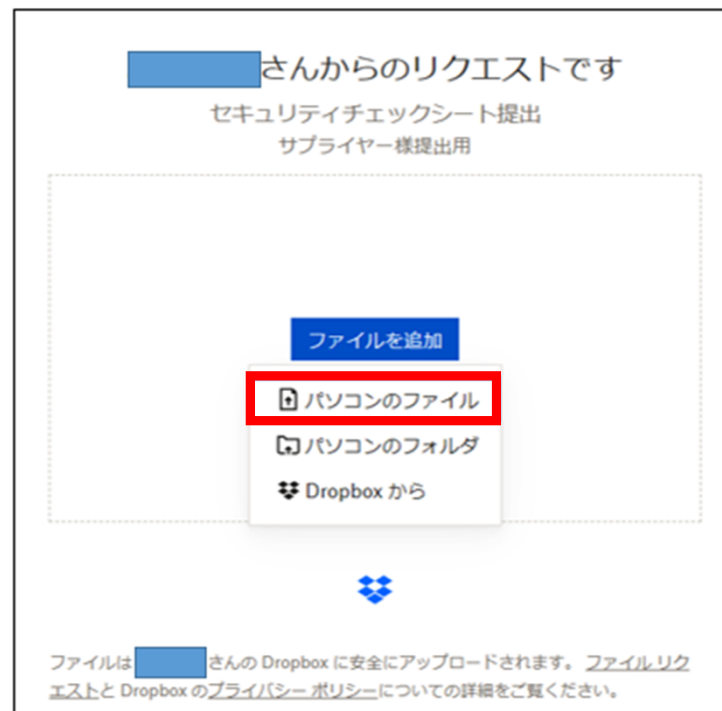


How to submit self evaluation results

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)”.

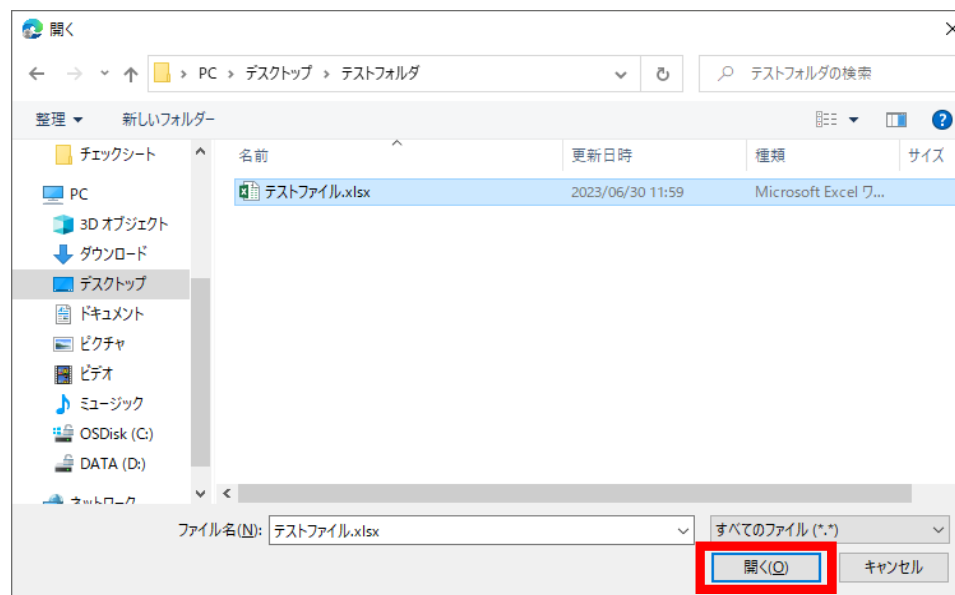


How to submit self evaluation results

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

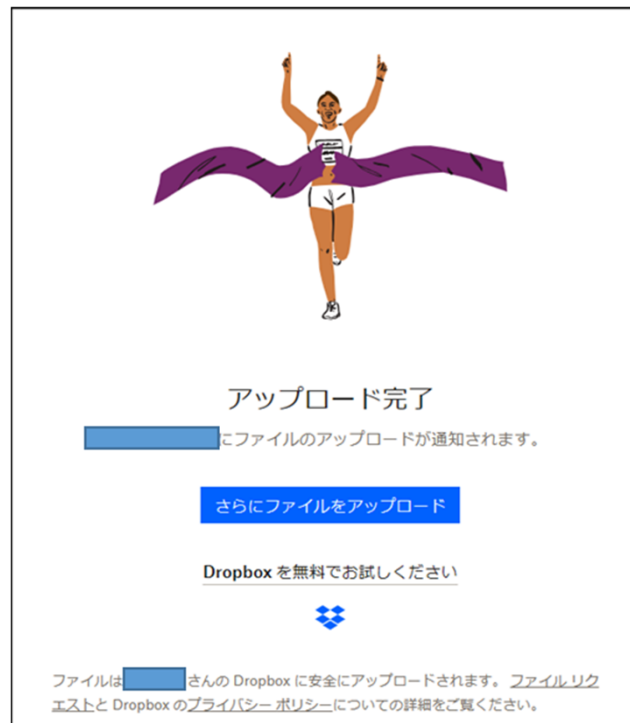
ファイルは さんの Dropbox に安全にアップロードされます。 [ファイルリクエストと Dropbox のプライバシーポリシー](#) についての詳細をご覧ください。

How to submit self evaluation results

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.



How to submit self evaluation results

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".



How to submit self evaluation results

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.



How to submit self evaluation results

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.



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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”.

How to submit self evaluation results



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.