

2010 Queensland Timber Industry Awards – Judging Criteria

Company Nominated: BEST TIMBER WHOLESALE OPERATION

Category Description: The core business activity must be wholesale of timber or associated products.

SAFETY		WAREHOUSE STORAGE	
Fire Protection (Hoses, Signs, Extinguishers) Safety Signage Trained First Aid Staff Onsite Emergency Exits & Evacuation Plans Displayed OH&S Policies Are Forklift Drivers Licenced? Protection for the Public? Machine Guarding Hazardous Materials Stored Correctly	Poor ① - ② - ③ - ④ - ⑤ x 15 = Excellent	Level of Product Protection (Internal/External Storage Areas) Design, Layout & Quality of Racking Access for Handling (Forklifts) Setup for Safe Manual Handling? Lighting Overall Tidiness	Poor ① - ② - ③ - ④ - ⑤ x 15 = Excellent
DESPATCH FACILITIES		SITE	
Is the Area Covered? Does it have a Sealed Surface? Is There a Clear Flow for Traffic? Is There Appropriate Signage? Access for Machinery? Service Offer (Pick-up/Delivery)	Poor ① - ② - ③ - ④ - ⑤ x 15 = Excellent	Building & Surrounds Signage (Company, etc.) General Housekeeping/Cleanliness Ease of Access	Poor ① - ② - ③ - ④ - ⑤ x 5 = Excellent
OPERATIONS		ADDITIONAL SERVICES	
Product Quality & Range Environmental Practices (ie. Recycling, Waste Management) Efficiency of Work Practices Evidence of Innovation Stock Availability	Poor ① - ② - ③ - ④ - ⑤ x 15 = Excellent	Machining/Sawing Customer Service (ie. Training) Other	Poor ① - ② - ③ - ④ - ⑤ x 5 = Excellent
STAFF		INDUSTRY INVOLVEMENT	
Induction Program Training Programs (Formal Qualifications, Internal Training, Short Courses) Incentive Program Personal/Career Development	Poor ① - ② - ③ - ④ - ⑤ x 10 = Excellent	Members of Industry Association/s Industry Endeavours (ie. WNB Program) Support of Industry (ie. Attend Charity Events, Sponsorship, etc.) Chain of Custody Certification	Poor ① - ② - ③ - ④ - ⑤ x 5 = Excellent
TOTAL SCORE		Judge:	Date:

Notes/Comments:

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2010 Queensland Timber Industry Awards – Judging Criteria

Company Nominated:	BEST SPECIALIST TIMBER MERCHANT
Category Description: This category includes merchants of specialist timbers, joinery, mouldings, components, or other specialist timber products.	

SAFETY		LAYOUT		LAYOUT	
Fire Protection (Hoses, Signs, Extinguishers) Safety Signage Trained First Aid Staff Onsite Emergency Exits & Evacuation Plans Displayed OH&S Policies Are Forklift Drivers Licenced? Protection for the Public? Machine Guarding/Equipment Safety Hazardous Materials Stored Correctly	Poor Excellent ① - ② - ③ - ④ - ⑤ x 15 =	Level of Product Protection (Internal/External Storage Areas) Design, Layout & Quality of Racking Designed for Ease of Stock Handling Setup for Safe Manual Handling Access for Handling (Forklifts) Access/Aisles Clear for Staff & Customers Lighting	Poor Excellent ① - ② - ③ - ④ - ⑤ x 10 =	Building & Surrounds Signage (Company, etc.) General Housekeeping/Cleanliness Customer Parking & Facilities Lighting Staff Appearance (Uniforms, Name Badges, etc)	Poor Excellent ① - ② - ③ - ④ - ⑤ x 5 =
SITE		OPERATIONS		OPERATIONS	
Stock Presentation/Product Display Point of Sale Literature Sales/Checkout/Trade Counter Setup Customer Friendly?	Poor Excellent ① - ② - ③ - ④ - ⑤ x 10 =	Product Quality & Range Environmental Practices (ie. Recycling, Waste Management) Efficiency of Work Practices Evidence of Innovation Stock Availability	Poor Excellent ① - ② - ③ - ④ - ⑤ x 15 =	Machining/Sawing Customer Service (ie. Training) Other	Poor Excellent ① - ② - ③ - ④ - ⑤ x 5 =
MERCHANDISING		ADDITIONAL SERVICES		ADDITIONAL SERVICES	
Induction Program Training Programs (Formal Qualifications, Internal Training, Short Courses) Incentive Program Personal/Career Development	Poor Excellent ① - ② - ③ - ④ - ⑤ x 10 =	Members of Industry Association/s Industry Endeavours (ie. WNB Program) Support of Industry (ie. Attend Charity Events, Sponsorship) Chain of Custody Certification	Poor Excellent ① - ② - ③ - ④ - ⑤ x 5 =	TOTAL SCORE	Judge:
					Date:

Notes/Comments:

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2010 Queensland Timber Industry Awards – Judging Criteria

Company Nominated:	BEST BUILDING MATERIALS CENTRE
Category Description: This category includes retailers/merchants timber & building materials, and offer a wide range of products for various aspects of the building industry.	

SAFETY	LAYOUT
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Fire Protection (Hoses, Signs, Extinguishers) Safety Signage Trained First Aid Staff Onsite Emergency Exits & Evacuation Plans Displayed OH&S Policies Are Forklift Drivers Licenced? Protection for the Public? Machine Guarding/Equipment Safety Hazardous Materials Stored Correctly		Poor Excellent ① - ② - ③ - ④ - ⑤ x 15 =	Level of Product Protection (Internal/External Storage Areas) Design, Layout & Quality of Racking Designed for Ease of Stock Handling Setup for Safe Manual Handling Access for Handling (Forklifts) Access/Aisles Clear for Staff & Customers Lighting		Poor Excellent ① - ② - ③ - ④ - ⑤ x 15 =
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SITE	OPERATIONS
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Building & Surrounds Signage (Company, etc.) General Housekeeping/Cleanliness Customer Parking & Facilities Lighting Staff Appearance (Uniforms, Name Badges, etc)		Poor Excellent ① - ② - ③ - ④ - ⑤ x 15 =	Environmental Practices (ie. Recycling, Waste Management) Efficiency of Work Practices Evidence of Innovation Stock Availability		Poor Excellent ① - ② - ③ - ④ - ⑤ x 10 =
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MERCHANDISING	ADDITIONAL SERVICES
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Product Quality & Range Stock Presentation/Product Display Point of Sale Literature Sales/Checkout/Trade Counter Setup Customer Friendly?		Poor Excellent ① - ② - ③ - ④ - ⑤ x 15 =	Machining/Sawing Customer Service (ie. Training) Other		Poor Excellent ① - ② - ③ - ④ - ⑤ x 5 =
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STAFF	INDUSTRY INVOLVEMENT
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Induction Program Training Programs (Formal Qualifications, Internal Training, Short Courses) Incentive Program Personal/Career Development		Poor Excellent ① - ② - ③ - ④ - ⑤ x 15 =	Members of Industry Association/s Industry Endeavours (ie. WNB Program) Support of Industry (ie. Attend Charity Events, Sponsorship) Chain of Custody Certification		Poor Excellent ① - ② - ③ - ④ - ⑤ x 5 =
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TOTAL SCORE	Judge:	Date:
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Notes/Comments:

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2010 Queensland Timber Industry Awards – Judging Criteria

Company Nominated:

BEST TIMBER MANUFACTURING OPERATION

Category Description: This category includes manufacturers of any timber product other than frame & truss (eg. stairs, balustrades, handrails, joinery items, windows, doors, furniture, cabinets, etc.).

SAFETY MANUFACTURING AREA

Machine Guarding/Equipment Safety Fire Protection (Hoses, Signs, Extinguishers) Safety Signage Trained First Aid Staff Onsite Emergency Exits & Evacuation Plans Displayed OH&S Policies & Safety Training Are Forklift Drivers Licenced? Hazardous Materials Stored Correctly	Poor ① - ② - ③ - ④ - ⑤ x 15 =	Production Method/Setup for Workflow Layout of Area Materials Handling (Manual/Mechanical) Setup for Safe Manual Handling Quality of Equipment Lighting Housekeeping	Poor ① - ② - ③ - ④ - ⑤ x 15 =
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DESPATCH FACILITIES OPERATIONS

Does it have a Sealed Surface? Is There a Clear Flow for Traffic? Is There Appropriate Signage? Access for Machinery? Service Offer (Pick-up/Delivery)	Poor ① - ② - ③ - ④ - ⑤ x 5 =	Designed for Ease of Stock Handling Product Quality & Range Level of Product Protection (Internal/External Storage Areas) Environmental Practices (ie. Recycling, Waste Management) Evidence of Innovation	Poor ① - ② - ③ - ④ - ⑤ x 10 =
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SITE ADDITIONAL SERVICES

Building & Surrounds Signage (Company, etc.) General Housekeeping/Cleanliness Size of Factory Adequate?	Poor ① - ② - ③ - ④ - ⑤ x 5 =	Customer Service (ie. Display/Showroom, Training, Design, Product Advice) Other	Poor ① - ② - ③ - ④ - ⑤ x 10 =
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STAFF INDUSTRY INVOLVEMENT

Induction Program Training Programs (Formal Qualifications, Internal Training, Short Courses, Ongoing.) Incentive Program Personal/Career Development	Poor ① - ② - ③ - ④ - ⑤ x 15 =	Members of Industry Association/s Industry Endeavours (ie. WNB Program) Support of Industry (ie. Attend Charity Events, Sponsorship) Chain of Custody Certification	Poor ① - ② - ③ - ④ - ⑤ x 5 =
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TOTAL SCORE		Judge:	Date:
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Notes/Comments:

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2010 Queensland Timber Industry Awards – Judging Criteria

Company Nominated:

BEST FRAME & TRUSS OPERATION

Category Description: Nominees in this category may be involved in other market sectors however their core business activity must be manufacture of frames &/or trusses.

SAFETY		MANUFACTURING AREA	
Machine Guarding/Equipment Safety Fire Protection (Hoses, Signs, Extinguishers) Safety Signage Trained First Aid Staff Onsite Emergency Exits & Evacuation Plans Displayed OH&S Policies & Safety Training Are Forklift Drivers Licenced? Hazardous Materials Stored Correctly	Poor ① - ② - ③ - ④ - ⑤ x 15 =	Production Method/Setup for Workflow Layout of Area Framing/Truss Line Materials Handling (Manual/Mechanical) Setup for Safe Manual Handling Quality of Equipment Lighting Housekeeping/Cleanliness	Poor ① - ② - ③ - ④ - ⑤ x 15 =
DESPATCH FACILITIES		OPERATIONS	
Does it have a Sealed Surface? Is There a Clear Flow for Traffic? Is There Appropriate Signage? Access for Machinery? Service Offer (Pick-up/Delivery)	Poor ① - ② - ③ - ④ - ⑤ x 10 =	Designed for Ease of Stock Handling/Storage Layout/Access for Handling (Forklifts) Product Quality & Range Level of Product Protection (Internal/External Storage Areas) Environmental Practices (ie. Recycling, Waste Management) Evidence of Innovation	Poor ① - ② - ③ - ④ - ⑤ x 10 =
SITE		ADDITIONAL SERVICES	
Building & Surrounds Signage (Company, etc.) General Housekeeping/Cleanliness Size of Factory Adequate?	Poor ① - ② - ③ - ④ - ⑤ x 5 =	Customer Service (ie. Estimating & Detailing) Other	Poor ① - ② - ③ - ④ - ⑤ x 10 =
STAFF		INDUSTRY INVOLVEMENT	
Induction Program Training Programs (Formal Qualifications, Internal Training, Short Courses, Ongoing.) Incentive Program Personal/Career Development	Poor ① - ② - ③ - ④ - ⑤ x 10 =	Members of Industry Association/s Industry Endeavours (ie. WNB Program) Support of Industry (ie. Attend Charity Events, Sponsorship) Chain of Custody Certification	Poor ① - ② - ③ - ④ - ⑤ x 5 =
TOTAL SCORE		Judge:	Date:

Notes/Comments:

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2010 Queensland Timber Industry Awards – Judging Criteria

Company Nominated:

BEST SPECIALIST SERVICE OPERATION

Category Description: One of the primary business activities of a nominee's operation is a value adding service such as timber treatment, kiln drying, machining, priming, etc.

SAFETY		STORAGE	
Fire Protection (Hoses, Signs, Extinguishers) Safety Signage Trained First Aid Staff Onsite Emergency Exits & Evacuation Plans Displayed OH&S Policies Are Forklift Drivers Licenced? Protection for the Public? Machine Guarding Hazardous Materials Stored Correctly	Poor ① - ② - ③ - ④ - ⑤ x 15 = Excellent	Level of Product Protection (Internal/External Storage Areas) Design, Layout & Quality of Racking Access for Handling (Forklifts) Setup for Safe Manual Handling? Lighting Overall Tidiness	Poor ① - ② - ③ - ④ - ⑤ x 10 = Excellent
DESPATCH FACILITIES		SITE	
Does it have a Sealed Surface? Is There a Clear Flow for Traffic? Is There Appropriate Signage? Access for Machinery? Service Offer (Pick-up/Delivery)	Poor ① - ② - ③ - ④ - ⑤ x 5 = Excellent	Building & Surrounds Signage (Company, etc.) General Housekeeping/Cleanliness Ease of Access	Poor ① - ② - ③ - ④ - ⑤ x 10 = Excellent
OPERATIONS		SPECIALITY SERVICES	
Environmental Practices (ie. Recycling, Waste Management) Efficiency of Work Practices Evidence of Innovation Stock Availability	Poor ① - ② - ③ - ④ - ⑤ x 10 = Excellent	Product Quality, Range & Scope of Service Official Certification Production Method/Setup for Workflow Customer Service (ie. Training) Other	Poor ① - ② - ③ - ④ - ⑤ x 15 = Excellent
STAFF		INDUSTRY INVOLVEMENT	
Induction Program Training Programs (Formal Qualifications, Internal Training, Short Courses) Incentive Program Personal/Career Development	Poor ① - ② - ③ - ④ - ⑤ x 15 = Excellent	Members of Industry Association/s Industry Endeavours (ie. WNB Program) Support of Industry (ie. Attend Charity Events, Sponsorship, etc.) Chain of Custody Certification	Poor ① - ② - ③ - ④ - ⑤ x 5 = Excellent
TOTAL SCORE		Judge:	
		Date:	

Notes/Comments:

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2010 Queensland Timber Industry Awards – Judging Criteria

Company Nominated:

BEST TRAINING CULTURE

Category Description: Organisations across all sectors operating in the timber industry are eligible for this category.

EXTENT & QUALITY OF EDUCATION & TRAINING FOR EMPLOYEES

Are staff undertaking any formal traineeship/apprenticeship/diploma/university qualifications?

What support &/or mentoring is given to employees undertaking this training?

Have staff previously completed any formal qualifications?

How is off-the-job training integrated with on-the-job training?

What other training is offered/completed by employees & how often is this done?

TRAINING PLANS

How do you find out about the training needs of your business &/or employees?

How much time (on average per month) do your employees spend in training activities?

How do you measure the benefits of training & do you evaluate the effectiveness of your training plan?

INNOVATION

Details of creativity, excellence &/or innovation in the design, development, delivery or type of training:

Any measures used to encourage access to training and/or apply training to benefit work practices?

Company Nominated:

BEST TRAINING ORGANISATION

Category Description: Organisations across all sectors operating in the timber industry are eligible for this category.

IMPORTANCE OF TRAINING IN YOUR BUSINESS

What evidence do you have that your business has an ongoing commitment to training/a training culture?.....

How do you think training will improve your business in the future?

What success stories do you have from your training program? How have staff & the business benefited?.....

INDUSTRY INVOLVEMENT

Members of Industry Association/s ?
Support of Industry Endeavours (ie. WNB Program)
Support of Industry in General (ie. Attend Charity Events, Sponsorship, etc.)

Notes/Comments:

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2010 Queensland Timber Industry Awards – Judging Criteria

Nominee:

BEST WHOLESALE SALES REPRESENTATIVE

Category Description: Nominees will be sales representatives working in a timber wholesale operation.

FEEDBACK FROM EMPLOYER/MANAGER

Ability of sales rep to meet targets? _____

Examples of sales rep ability to think outside the square/suggest innovations to business practices? _____

Why should he/she receive the award? _____

Involvement/Positions in Industry?

FEEDBACK FROM INDUSTRY SUMMARY

Evidence of service levels over and above expected sales rep duties: _____

Contributions to the industry over and above expected sales rep duties: _____

Standard of Professionalism	Poor ① - ② - ③ - ④ - ⑤ Excellent	Level of Reliability	Poor ① - ② - ③ - ④ - ⑤ Excellent
Level of Industry & Product Knowledge (new & existing products)	Poor ① - ② - ③ - ④ - ⑤ Excellent	Personality	

2010 Queensland Timber Industry Awards – Judging Criteria

Nominee:	TRAINEE/APPRENTICE OF THE YEAR
Category Description: The trainee or apprentice must have been employed in the qualification between 01/01/09 & 30/06/10.	

GENERAL DETAILS

<input type="checkbox"/> Trainee	<input type="checkbox"/> Apprentice	Qualification:			
Start Date:		Completion Date:		Time with current employer:	

INTERVIEW WITH NOMINEE

What are your reasons for doing this traineeship/apprenticeship? _____

How has it benefited you? _____

What are your achievements so far? _____

What are your future career goals? _____

INTERVIEW WITH EMPLOYER

Evidence of practical & theoretical application of learning: _____

Demonstrated trade skills? _____

Ability to work unsupervised:	<small>Poor</small> ① - ② - ③ - ④ - ⑤ <small>Excellent</small>	Ability to make decisions:	<small>Poor</small> ① - ② - ③ - ④ - ⑤ <small>Excellent</small>	Reliability:	<small>Poor</small> ① - ② - ③ - ④ - ⑤ <small>Excellent</small>
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How has the nominee contributed to the company/team: _____

Personal qualities: _____

Relationship with fellow workers/contractors: _____

Planned additional training: _____

Nominee:

TRAINEE/APPRENTICE OF THE YEAR

Category Description: The trainee or apprentice must have been employed in the qualification between 01/01/09 & 30/06/10.

INTERVIEW WITH EMPLOYER (CONT.)

Why should the nominee receive the award? _____

Additional Comments: _____

FEEDBACK FROM TRAINER

Level of demonstrated competency? _____

Comments: _____
