

# 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
<b>TOTAL SCORE</b>		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	
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 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 ① - ② - ③ - ④ - ⑤ ..... x 10 = .....
SITE		OPERATIONS	
Building & Surrounds Signage (Company, etc.) General Housekeeping/Cleanliness Customer Parking & Facilities Lighting Staff Appearance (Uniforms, Name Badges, etc)	Poor ① - ② - ③ - ④ - ⑤ ..... x 5 = .....	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 = .....
MERCHANDISING		ADDITIONAL SERVICES	
Stock Presentation/Product Display Point of Sale Literature Sales/Checkout/Trade Counter Setup Customer Friendly?	Poor ① - ② - ③ - ④ - ⑤ ..... x 10 = .....	Machining/Sawing Customer Service (ie. Training) Other .....	Poor ① - ② - ③ - ④ - ⑤ ..... x 5 = .....
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 = .....	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 = .....
<b>TOTAL SCORE</b>		<b>Judge:</b>	<b>Date:</b>

Notes/Comments:

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# 2010 Queensland Timber Industry Awards – Judging Criteria

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

<b>SAFETY</b>	<b>LAYOUT</b>
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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 <span style="float: right;">Excellent</span> 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 <span style="float: right;">Excellent</span> ① - ② - ③ - ④ - ⑤ ..... x 15 = .....
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<b>SITE</b>	<b>OPERATIONS</b>
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Building & Surrounds Signage (Company, etc.) General Housekeeping/Cleanliness Customer Parking & Facilities Lighting Staff Appearance (Uniforms, Name Badges, etc)		Poor <span style="float: right;">Excellent</span> ① - ② - ③ - ④ - ⑤ ..... x 15 = .....	Environmental Practices (ie. Recycling, Waste Management) Efficiency of Work Practices Evidence of Innovation Stock Availability		Poor <span style="float: right;">Excellent</span> ① - ② - ③ - ④ - ⑤ ..... x 10 = .....
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<b>MERCHANDISING</b>	<b>ADDITIONAL SERVICES</b>
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Product Quality & Range Stock Presentation/Product Display Point of Sale Literature Sales/Checkout/Trade Counter Setup Customer Friendly?		Poor <span style="float: right;">Excellent</span> ① - ② - ③ - ④ - ⑤ ..... x 15 = .....	Machining/Sawing Customer Service (ie. Training) Other ..... .....		Poor <span style="float: right;">Excellent</span> ① - ② - ③ - ④ - ⑤ ..... x 5 = .....
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<b>STAFF</b>	<b>INDUSTRY INVOLVEMENT</b>
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Induction Program Training Programs (Formal Qualifications, Internal Training, Short Courses) Incentive Program Personal/Career Development		Poor <span style="float: right;">Excellent</span> 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 <span style="float: right;">Excellent</span> ① - ② - ③ - ④ - ⑤ ..... x 5 = .....
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<b>TOTAL SCORE</b>	<b>Judge:</b>	<b>Date:</b>
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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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<b>TOTAL SCORE</b>		<b>Judge:</b>	<b>Date:</b>
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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 = .....
<b>TOTAL SCORE</b>		<b>Judge:</b>	<b>Date:</b>

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
<b>TOTAL SCORE</b>		<b>Judge:</b>	
		<b>Date:</b>	

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

<b>Nominee:</b>	<b>TRAINEE/APPRENTICE OF THE YEAR</b>
<b>Category Description:</b> 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: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_