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**2022 Professional Excellence Awards Judging Guidance Sheet**

*Please note that the following criteria is to be used as guidance only and will not hinder your submission if the outlined below is not completely covered.*

* Provide a copy of the initial contract programme
* Provide a copy of the AS Built Programme.( The entrant can then describe how the programme was managed & communicated)
* Provide a Project Team Organisational Chart ( Include Client & Consultants also include with the builder's team the names of the PM , CA, Supervisor, etc & identify  if they are an AIB, FAIB or MAIB or Student member.)
* Provide evidence of a Start Up Workshop ( This is usually held to engage with the Construction Project Team with the Client's Team & any Major Stakeholders & agree communication protocols)
* Was a Safety in Design Workshop Held ( The Construction Manager should identify any construction hazards that need to be overcome to deliver a particular architectural feature)
* Provide a Site Logistics Plan.
* Support with an As Built Video if this helps explain the complexities of the project.
* Provide evidence of Quality, Safety & Environmental Plans & Audits.
* Provide evidence of Waste Recycling Rates achieved.
* Provide evidence to support any introduced innovation ( back up with actual stated energy saving statistics - ( Even if this innovation was initiated through the Client Team Design process, the Construction Manager had to implement & record)
* Provide the project safety statistics achieved ( Any Lost Time Injuries - how was this managed to improve the Safety Culture on the site ? )
* Industrial relations - Any stoppages, how was IR Managed on the site ?
* Workplace training programme ( Evidence Apprentice & Graduate Training programmes )
* Highlight any AIB Site Visits held for AIB Students to attend.
* Highlight any Corporate & Social Responsibility Programmes incorporated into the project programme ( EG Mates in Construction, )
* Identify any Major Trade Contractors that added strongly to a potentially award-winning submission.
* Lessons Learnt -Was a Close Out Workshop Held to capture any new initiatives & innovations
* Lessons learnt will also include Budget, Programme & relationship outcomes & initiatives that can lead to repeat business.
* Testimonies should not just be limited to the Client, obtain also testimonies from a major trade contractor, the consultants, the construction team members, administrator, Planner, Engineer - these are a few suggestions to be considered.
* An emphasis should be placed on the original contract duration, EOT’s and final duration with an explanation if there was to be a shortfall with the adjusted date for PC (ie LD’s applied etc)
* OHS, the number of LTI’s should also be recorded