

2019 FIS SCOTTISH AWARD SCHEME

Categories and Eligibility of Entry

Entries are now required for our 2019 FIS Scottish Awards. Only jobs completed between 1 January 2018 and 31 December 2018 are eligible. Entries must be received no later than **28 February 2019**; this deadline will not be extended.

Categories

(A) INTERIOR FIT OUT

Contractors entering into category A must have acted as main interior contractor (ie be contractually responsible for the fit out).

(B) PARTIAL FIT OUT

For projects where the contractor is not contractually responsible for the complete fit out but has completed a minimum of two elements.

(C) DRYWALL CONSTRUCTION

(D) PLASTERWORK – (general and heritage)

(E) SUSPENDED CEILINGS

(F) PARTITIONING

(G) JUDGES' AWARD (for projects which do not fit into categories A to F)

Contracts should not be entered into this category that fit into other categories. Those that are will be transferred to the correct category or disqualified if an entry already exists (only one entry is permitted per category). No refund on entry fees will be given.

(H) APPRENTICE OF THE YEAR (Apprentice must be undertaking their training in Scotland)

Winners

The Award winners will be announced and presented at the 2019 FIS Scottish Awards Lunch in Edinburgh, which will be held on Thursday 19 September 2019. The architect/interior designer of the winning contracts also receives an award.

Winners will receive substantial publicity in the Association's specifier magazine **FIS Focus** and other construction publications. All contracts entered will appear in the Interiors Gallery on the FIS website.

The winner in each category may display an FIS Award Winner logo on their letterheads, advertisements etc.

Visit www.thefis.org to enter

Judging Criteria - contracts

- 1 Each contract entered will be visited by two judges. Judges will be nominated by FIS and will be persons of repute within the industry.
- 2 Judges must be able to view all the works in the contract submitted.
- 3 Clients must be informed that the contract has been entered into the award scheme and be agreeable to judging and publicity.
- 4 The contractor must be present on site when the entry is being judged. It is a condition of entry that the contractor is present, failure to do so will result in loss of marks.
- 5 All entries will be judged regardless of size and value. The criteria for technical merit will take into account accepted good practice and relevant British Standards and Codes of Practice.
- 6 The decision of the judges will be final, having taken into consideration the spirit as well as the letter of the award scheme.
- 7 The contractor should advise the client that judges will not discuss workmanship quality or other aspects of the installation during their visit (beyond establishing answers to items 1 to 5; see **Important Notes item E**).

Judging Criteria – Apprentice of the Year

- 8 The nominee should have successfully completed at least six months of their apprenticeship at intermediate or advanced level at the closing date.
- 9 The judges will be looking for:
 - Commitment to personal development and progression through skills and learning.
 - Contribution to the organisation or to a project where the apprentice has exceeded expectations.
 - Personal qualities that make the individual stand out from others.
 - Contribution to teamwork.

Conditions of Entry - contracts

- 1 The works/installation entered must be completely finished, handed over and not be the subject of disagreement between the installer and their client.
- 2 Entries must relate to work completed between 1 January 2018 and 31 December 2018.
- 3 All contract entries must be accompanied by at least one quality image showing your work. Photographs should be professionally taken. Images should be supplied on CD as PC compatible jpeg files minimum resolution 300 dpi or emailed to info@thefis.org. Appropriate permission must be obtained to allow FIS to use any images supplied in any way it sees fit.
- 4 All contract entries must be accompanied by up to a 200-word description of the installation including proprietary types of partitions, ceilings etc used. This will form the basis of the contract description within the Interiors Gallery on the FIS website.
- 5 Entries must relate to work for which the member has full contractual responsibility.
- 6 No award will be made to any entry unless, in the judges' opinion, it has achieved an acceptable award standard.
- 7 Work carried out for your own offices, show suites or suppliers show suites, exhibitions and/or demonstration purposes are not eligible.
- 8 Members may only make one entry per category.

- 9 The entry fee for single entries is £230 plus VAT per entry. No refund on entry fees will be given.
- 10 Individual interior elements of the **same contract** may be entered into categories C to G at a cost of £230 for the first entry and £100 each for any subsequent entries – **please note this must be same contract to be eligible for the reduced rate.**
- 11 Elements of a contract entered into category A by a main interior contractor may only be entered into other categories by a subcontractor, if they were contractually responsible for that element.
- 12 The judges reserve the right to switch an entry to another category.
- 13 Entries must relate to contracts completed in Scotland only. The company entering the project can be based anywhere in the UK.
- 14 Permission from the owner of the installation must be obtained in order to guarantee access for judges and, in the case of winning entries, to allow appropriate press coverage including photographs.
- 15 If a contract cannot be looked at on the day specified by the judges and a special trip is necessary, then an additional charge will be incurred.
- 16 Entries must be made on the official form and returned to FIS together with the entry fee(s) by **28 February 2019**.
Note: Entries received after this date will be considered void.

Conditions of entry – Apprentice of the Year (free to nominate)

- 17 Nominations into this category are free of charge.
- 18 This award is open to an individual whose apprenticeship is currently being undertaken in Scotland.
- 19 The apprentice must have successfully completed at least six months of their apprenticeship at intermediate or advanced level at nomination closing date.
- 20 All nominations must be accompanied by a write up in support of the nomination and why you think they should win (max 500 words)
- 21 Nominations must be made on the official form and returned to FIS together with the supporting documentation by **28 February 2019**. **Note: Nominations received after this date will be considered void.**

Important Notes: Please read before entering

- A) It is imperative that the winning projects are representative of first-class skills producing standards of work of which our industry can be proud. Entries should therefore reflect the highest overall standard that the individual FIS member has achieved during the award scheme year.
- B) For the purpose of this award scheme, the judgement is made on a partial survey and is largely based on the visual workmanship and aesthetics of the installation. Any award or written comments made on the works entered does not in any way signify that FIS warrants or underwrites the installation. FIS is not accountable for any defects that may become apparent during or after the completion of the works.
- C) The judges carry out their task with thoroughness and objectivity. Contracts are scored on the following broad criteria:
 - Visual quality of workmanship
 - Complexity of installation
 - Project delivery/client satisfaction
 - Defects/snagging
 - Ambiance/aesthetics/overall appearance of project
 - Innovation, design and sustainability

- D) Consideration will of course be given to the age of the installation as completion dates within the award scheme will vary. At the time of judging, no allowances are made for uncorrected work or snagging which may be planned but is still to be carried out. A lot may happen to your work after you have left site – through no fault of your own – and you should recheck your work and correct any defects prior to the judges' visit.
- E) As well as physically checking the entries for the award scheme, judges will want to establish from the client whether:
1. The contract was won by, for example, competitive tender, nominated contract or negotiated contract.
 2. The contractor's site labour was professional, efficient and co-operative.
 3. The work was started and finished to an agreed schedule.
 4. The client obtained the quality of work and type of installation he anticipated when placing his order.
 5. The client was aware that the contractor was a member of FIS prior to awarding the contract.

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