

## **FORK LIFT TRUCK ASSOCIATION AWARDS FOR EXCELLENCE RULES & REGULATIONS**

### **General**

1. The event is organised on behalf of the FLTA by the Association Events Committee. Other members may be co-opted should this be considered necessary. The committee comprises of:
  - Chairman
  - Vice Chairman
  - Chief Executive
  - A representative of the Association's PR Company.
2. The event is held annually at a location agreed by the Board of the FLTA.
3. The event is normally held on a Saturday evening in February or March.
4. The event, Awards, *Archies*, and all the related materials are the exclusive property of the Fork Lift Truck Association. Any illegal or inappropriate use of associated logos, marques, etc. will lead to censure by, and possible ejection from, the Fork Lift Truck Association.
5. The winners are announced on the night of the Awards. Nothing implied or suggested by the FLTA, and/or its agents, prior to the event, may be taken as any indication of a company or individual winning an Award.
6. The Association reserves the right to bar an individual or company from the event.

### **Categories**

7. The various categories, and the rules associated with them, are described below. The Board of the FLTA reserves the right to add, change or remove any Award category as it deems necessary.
8. The Board reserves the right not to present an award as it sees fit.
9. No company may win an award in more than one product category in the same year.

### **Environmental Award**

10. This Award is presented to a company for a new product, service or initiative that is deemed to have made, or be capable of making, a significant contribution to the environmental impact of fork lift trucks.
11. The Award is nominated by readers of publications produced by the Awards Media Partner and from within the industry.
12. To be eligible, the nominated product, service or initiative must have been launched no more than 12 months prior to the closing date for nominations.

13. Nominations in this category will be vetted by the FLTA Nominations Committee. The committee may seek the advice of independent consultants to verify the quality and originality of the nominated product, service or initiative.

14. The winner of this category will be presented with an *Archie* and is allowed to use the appropriate winner's logo within the parameters established by the Association.

#### Ergonomics Award

15. This Award is presented to a company for a new product, service or initiative that is deemed to have made, or be capable of making, a significant contribution to the ergonomic design and use of fork lift trucks.

16. The Award is nominated by readers of publications produced by the Awards Media Partner and from within the industry.

17. To be eligible, the nominated product, service or initiative must have been launched no more than 12 months prior to the closing date for nominations.

18. Nominations in this category will be vetted by the FLTA Nominations Committee. The committee may seek the advice of independent consultants to verify the quality and originality of the nominated product, service or initiative.

19. The winner of this category will be presented with an *Archie* and is allowed to use the appropriate winner's logo within the parameters established by the Association.

#### Safety Award

20. This Award is presented to a company for a new product, service or initiative that is deemed to have made, or be capable of making, a significant contribution to the safety of fork lift trucks.

21. The Award is nominated by readers of publications produced by the Awards Media Partner and from within the industry.

22. To be eligible, the nominated product, service or initiative must have been launched no more than 12 months prior to the closing date for nominations.

23. Nominations in this category will be vetted by the FLTA Nominations Committee. The committee may seek the advice of independent consultants to verify the quality and originality of the nominated product, service or initiative.

24. The winner of this category will be presented with an *Archie* and is allowed to use the appropriate winner's logo within the parameters established by the Association.

#### Innovation Award

25. This Award is presented to a company for an original product, service or initiative that is deemed to have made a fresh, creative or defining contribution to the design and use of fork lift trucks.

26. The Award is nominated by readers of publications produced by the Awards Media Partner and from within the industry.

27. To be eligible, the nominated product, service or initiative must have been launched no more than 12 months prior to the closing date for nominations.

28. Nominations in this category will be vetted by the FLTA Nominations Committee. The committee may seek the advice of independent consultants to verify the quality and originality of the nominated product, service or initiative.

29. The winner of this category will be presented with an *Archie* and is allowed to use the appropriate winner's logo within the parameters established by the Association.

### Supplier of the Year Award

35. This Award is presented to a company that is a Supplier Member and supplies products or services to members of the Association, and does so in an exemplary manner.

36. All Supplier Members are automatically entered into the Award, which is voted on by Full Members of the Association.

37. The winner of this category will be presented with an *Archie* and is allowed to use the appropriate winner's logo within the parameters established by the Association.

38. A company that wins in this category will not be eligible to win in this category again for 5 years.

### Safe Site Award

39. This Award is open to any company that operates fork lift trucks and has introduced a new initiative to make the operation of their trucks safer at one or more sites. This may have been the complete redesign of all or part of the site,

modification of the site, a change to operating processes and procedures, or anything else that has made a significant contribution to safety.

40. A company does not have to be a member of the FLTA Safe User Group to be eligible for nomination.

41. A company in this category can be nominated by others or nominate themselves.

42. Nominations in this category will be vetted by the FLTA Nominations Committee.

43. The winner of this category will be presented with an *Archie* and is allowed to use the appropriate winner's logo within the parameters established by the Association.

44. Exceptional runners up may be awarded a Highly Commended certificate.

### Apprentice of the Year Award

45. This award is presented to the highest achieving second year student within the fork lift truck apprenticeship scheme.
46. Participating educational establishments will be asked to nominate their selected students in accordance with the requirements of the Technical Committee.
47. Selected nominees will be interviewed by members of the FLTA Technical Committee at a time and place determined by the committee.
48. The winner will be determined by the Technical Committee. The committee may also determine one or more runners up if they think this is appropriate.
49. As an exception to the standard rules for the Awards the nominees and their employers will be advised of the results within 7 days of the decision being made.
50. The winning individual will receive a special framed certificate and a cheque for £500.00. Runners up will receive cheques for a lesser amount, to be determined by the Technical Committee. (The overall value of these awards will be reviewed periodically.)

### Employee of the Year Award

51. This award will be presented to an employee of a Full or Provisional Member of the Association.
52. The selected employee will have made an outstanding contribution to his or her company.
53. The employer must provide a statement of no more than 100 words explaining why their employee should be considered for the award. This statement should be signed by the Managing Director or equivalent. Appropriate supporting evidence will be allowed.
54. Nominations will be vetted by the Chief Executive. The winner will be selected by the Board.
55. Persons who submitted nominations will be advised of the result within 7 days of the Board's decision. The employee will not be told.
56. The winning individual will receive a special framed certificate and a cheque for £250.00. (The value of this award will be reviewed periodically.)

### Services to the Fork Lift Truck Association Award

57. This award is bestowed at the discretion of the Board of the Fork Lift Truck Association. It recognises a sustained or extraordinary contribution to the Association.

58. Nominations in this category will be vetted by the FLTA Nominations Committee.
59. The winner of this award will be presented with an *Archie*. Services to the Fork Lift Truck Industry Award
60. This award is presented to an individual who has devoted their career to the materials handling industry, demonstrating exceptional service and dedication. 61. Potential winners are nominated from within the industry
62. Nominations in this category will be vetted by the FLTA Nominations Committee.
63. The winner of this award will be presented with an *Archie*.

#### Lifetime Achievement Award

64. This award is the highest individual honour bestowed by the Fork Lift Truck Association. It is presented to an individual who has made a significant and outstanding contribution to the materials handling industry.
65. Potential winners are nominated from within the industry.
66. Nominations in this category will be vetted by the FLTA Nominations Committee.
67. The winner of this award will be presented with an *Archie*.

#### Dealer Member of the Year

67. Presented to the dealership, and FLTA member company, considered to have provided the most innovative or appropriate solution to a customer's particular materials handling requirements, it will recognise the company which has best demonstrated a commitment to service; putting the customer at the heart of its business, and embodying the FLTA's core principles of productivity, integrity and safety
68. Nominations in this category will be vetted by the FLTA Nominations Committee.
69. The winner of this award will be presented with an *Archie* and is allowed to use the appropriate winner's logo within the parameters established by the Association.

#### Nominations

70. Unless otherwise publicly declared, the following rules shall apply:
  - a) Where the nomination is for a product, service or initiative, this must have been launched within the calendar year of the nomination. In the context of a nomination "launched" shall mean available for purchase or the placing of a firm order.

b) The deadline for nominations shall be defined by the FLTA (usually the last working day of October). The Awards will be presented the following February or March.

c) Products, services or initiatives launched after the closing date for nominations, but prior to 31<sup>st</sup> December, may be eligible for entry the following calendar year.

71. Full nomination requirements are available from the Chief Executive of the Fork Lift Truck Association.

### Entries

72. All entries must meet the required criteria. All entries must be accompanied by high quality images of the product, service or initiative in action. The images should be suitable for publication.

73. If no appropriate images are available then short-listed companies must be willing to make the product, service or initiative available to be photographed, filmed, or otherwise recorded by representatives from the Fork Lift Truck Association.

74. The short list of those awards open to public voting will be announced no later than the last working day of October, for presentation the following year.

75. The FLTA accepts no responsibility for materials or entries (photographs, DVD's etc) submitted to it.

### Jury

76. A panel will be made up of 12 individuals from across the sector will determine the winners.

### Sponsorship

77. There are various opportunities for sponsorship associated with these Awards. Full details are available on the [FLTA website](#) or on request from the Chief Executive of the Fork Lift Truck Association: [peter.harvey@fork-truck.org.uk](mailto:peter.harvey@fork-truck.org.uk)