

NEW ZEALAND ENGINEERING EXCELLENCE AWARDS

CONDITIONS OF ENTRY AND JUDGING CRITERIA

AWARDS FOR PROJECTS AND PRODUCTS

MECHANICAL AND MANUFACTURING

When choosing the most appropriate award for your project or product it is important to choose the field of engineering employed in the activity rather than the industry in which the activity is used.

The New Zealand Engineering Excellence Awards are made for the best recent activity (project, product or service) exemplifying excellence in New Zealand engineering in each of eight awards for projects or products

Mechanical and Manufacturing – recent activities associated with developing improved or new products, processes or services using mechanical engineering, mechatronics, or which arise in the manufacturing sector. This is a broad category which includes elaborately transformed manufactured goods, automated production facilities, mechanisation, control systems (where there is a mechanical component) and robotics. The category excludes mechanical devices permanently fitted as part of building services.

The judges will assess the quality of an entry based on some or all of the following criteria as appropriate:

- originality, ingenuity and creativity in achieving the best solution.
- contribution to the local economy
- impact on quality of life of relevant communities
- contribution to building the reputation of New Zealand engineering
- the demonstrable use of sound engineering principles and practices
- functionality and economy both initially and over its lifetime/lifecycle

The Award consists of a trophy and certificate.

Entries and all supporting material must be submitted on line by 5.00pm 1 July 2010.

Once you have registered at www.nzeeawards.org.nz, you will be provided with the links and access key to enable you to make your entry and upload your submission.

GENERAL CONDITIONS OF ENTRY (APPLY TO ALL AWARDS)

- a) Should either the judges or Awards' organisers request further information for purposes of judging or publicity this will be provided by the date requested or the entry will be disqualified.
- b) The judges reserve the option to visit the site of an activity, ask questions of any person involved with an entry or carry out some other interactive process in judging this submission. All reasonable efforts will be made to accommodate the visit and answer any questions posed by the judges.
- c) The entrant has obtained the permission of all relevant parties to the entry to proceed with the entry.
- d) The entrant gives permission to use any of the materials provided for publicity and promotional purposes.
- e) At least one person will represent the entrant at the formal presentation ceremony in Wellington in November should the entrant be announced as a finalist.
- f) The New Zealand Association of Engineering Organisations reserve the right to make nominations for any Award, and to nominate any entry for consideration in an Award for which it was not entered, in addition to the one in which it was entered.
- g) All entries shall be limited to 20 written A4 pages per submission including all supporting documentation. Photos may be submitted in addition to this.
- h) The judges have the discretion not to give an Award if none of the entries are considered of sufficient standard.
- i) Previously unsuccessful entrants may reapply in subsequent years providing they comply with all other conditions of entry.
- j) All entries will be treated by staff and judges as strictly confidential and for the awards use only. Material that is commercially confidential should be clearly marked.
- k) The entrant accepts that the judges' decisions are final and that no correspondence will be entered into.

SPECIFIC CONDITIONS OF ENTRY (IN ADDITION TO THE GENERAL CONDITIONS OF ENTRY)

- a) Submissions on the same engineering activity are permitted in up to two award fields. However, each submission must demonstrate relevance in the award applied for and be a separate tailored submission for each award entered.
- b) All engineering contributors have been identified as part of the engineering team and the client named (if applicable).
- c) Projects should have been in operation for at least a year and be no more than three years old.
- d) Independent referees:
 - must be outside the company / companies entering and have no financial interest in the submitted project or product
 - entrants will need to supply a copy of their submission to their referees to ensure the referee is fully informed about the project or product in the event that the judging panel requires a reference
- e) The judges may contact other people not named in this entry form as referees for the project/product entered but will not supply a copy of the submission to any other person without the express permission of the entrant.
- f) Entries must be uploaded to the www.nzeeawards.org.nz web site by 5.00pm 1 July 2010.
- g) The entrant is expected to meet their own costs of participation, including attendance at the presentation ceremony.

ENTRIES TO INCLUDE

- a) To be completed on line using the links provided once you have registered your interest www.nzeeawards.org.nz
- b) Short statement about why your project or product fits the particular award entered. This should appear at the front of the submission.
- c) A description of the activity highlighting how it meets the judging criteria (maximum of eight A4 pages). It should be clear for the benefit of the judges how the project displays excellence in engineering and should include references to the supporting technical documentation provided.
- d) **If you are entering the same product or project in two awards** you are required to make a different statement for each award focusing on the engineering excellence displayed in each award entered. Each submission must be a separate submission tailored to the award entered.
- e) A 200 word summary, in 'layman's terms', which summarises the essence of the activity (that could be used for publicity purposes).
- f) A short statement demonstrating how the product or project has enhanced engineering in New Zealand.
- g) **Specific Technical Questions.** Please provide a minimum of six bullet points for each of the following questions, *remember to relate your answers back to the award field entered.*
 - i. What were the new techniques that you used for the first time?
 - ii. What are the key elements of the project specific to the category entered?
- h) **Supporting technical documentation** annotated to aid reference from the document provided in b).

Examples of supporting documentation include:

- detailed descriptions of key components of the activity
- photographs
- diagrams and explanatory text
- published reviews or critiques undertaken by persons independent of the entrants
- Supplementary DVD to show operation of the activity. Supporting DVD's need to be clearly labelled with the submission name, entrants' names and entry ID. Entry ID will be assigned when uploading your submission.

DVD's must be received within three working days of the closing of the awards. Please send DVD's to:

Post:

NZEE Awards
PO Box 12 241
Thorndon
Wellington

Courier:

NZEE Awards
IPENZ National Office
Ground Floor
158 The Terrace
Wellington

- i) **Contact details for two referees.** The referees must be independent of the entry. It is the responsibility of each entrant to provide their referees with a copy of the entry.
- j) **Visual material for promotional purposes**
 - one to six high quality colour photos of the activity that can be used for publicity purposes. These need to be uploaded to the website together with your submission.

- jpeg or tif format only – no more than 1MB per image file
- Images should be supplied with credit details where applicable i.e. photo courtesy of *The Star*.

k) **Document specifications for entries.** Please ensure that your entries comply with the following specifications to aid the judges in viewing your entry online.

Font:	Times New Roman or Arial
Font size:	12pt
Font colour:	Black text on white background
Line spacing:	1.5
Document orientation:	A4 Portrait
File Format:	word or pdf
File Size:	2 MB maximum

JUDGING

Mechanical and Manufacturing – recent activities associated with developing improved or new products, processes or services using mechanical engineering, mechatronics, or which arise in the manufacturing sector. This is a broad category which includes elaborately transformed manufactured goods, automated production facilities, mechanisation, control systems (where there is a mechanical component) and robotics. The category excludes mechanical devices permanently fitted as part of building services.

Submissions should be structured so that each criterion is answered in the order in which they appear below and be clearly identified using appropriate headings. The judges will assess the quality of an entry based on some or all of the following criteria as appropriate:

Criteria	Performance indicators <u>(as applicable)</u>
<i>Originality, ingenuity and creativity in achieving the best solution</i>	<ul style="list-style-type: none"> • unusual or unique nature of project • overseas interest • coverage in world literature • patents and other protection
<i>Contribution to the local economy</i>	<ul style="list-style-type: none"> • employment potential • export potential • cost savings potential • development of infrastructure (i.e. national asset) • new industry development • import replacement • value-adding to natural resources
<i>Impact on quality of life of relevant communities</i>	<ul style="list-style-type: none"> • evidence of meaningful consultation with those affected • impact on the natural environment • impact on an urban environment • health and safety of people • material well-being of those affected • environmental or social well-being of those affected

<i>Contribution to building the reputation of New Zealand engineering</i>	<ul style="list-style-type: none"> • satisfaction of the needs of clients and/or end-user groups • importance of the engineering component • reputation as a quality project • adherence to budget and timeline • recognition as an engineering achievement/innovation
<i>Demonstrable use of sound engineering principles and practices</i>	<ul style="list-style-type: none"> • standing as world best practice engineering • independent recognition of the standard of excellence • advancement of sustainability
<i>Functionality and economy over its lifetime/lifecycle</i>	<ul style="list-style-type: none"> • economic analysis • adherence to budget parameters and program timelines • referees (client and/or end-user)