INDEPENDENT ELECTRICAL CONTRACTORS





2017 IEC NATIONAL AWARDS

Call for Nominations





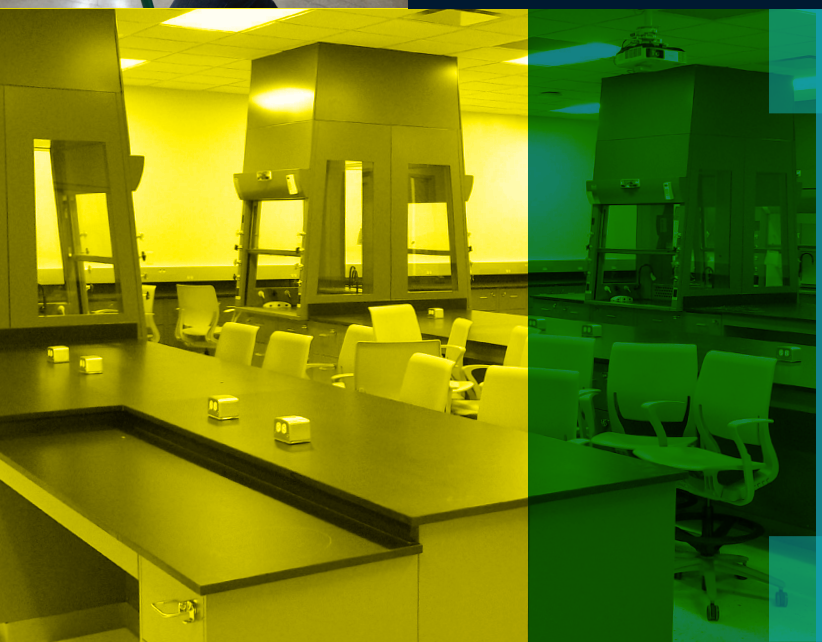


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All featured photos including the cover are of 2016 IEC National Award Winners

Call for Nominations



Receiving an IEC National Award is a tremendous achievement, and we urge members and chapters to take advantage of this significant opportunity for visible and tangible recognition. Don't let this opportunity pass you by!

This brochure contains all of the information you need to submit a nomination. If you have any questions, please don't hesitate to contact IEC National at (703) 549-7351.

Award winners will be announced throughout IECCon17 (www.ieccon.org), October 25-28, in Phoenix, AZ.

All Award Recipients Receive:

- Recognition at IECCon17;
- A professional-quality award for display;
- A press release to share with local media;
- Electronic "Winner" icon to use on websites or other digital media;
- A featured article in *Insights* and other applicable IEC publications; and
- Recognition on the IEC National website.

Additionally, recipients of Excellence in Electrical Construction Awards will receive a full-size, 24 x 36" poster shipped to their office.

Beginning this year, there is NO ENTRY FEE!

DEADLINE FOR NOMINATIONS IS AUGUST 11, 2017

Individual AWARDS

Rising Star Award NEW!

The Rising Star Award recognizes an individual IEC contractor member, associate member, industry partner contact, or Chapter ED or staff who has made outstanding contributions to IEC, the electrical industry, and the community as a whole in the preceding 12 months. The winner will have exhibited tremendous growth and a strong dedication to the mission of IEC, marking themselves as a leader in the association.

National Member of the Year Award

The National Member of the Year Award recognizes an individual IEC contractor member who has made outstanding contributions to IEC, the electrical industry, and the community as a whole in the preceding 12 months.

IEC Apprenticeship Alumni Award

The IEC Apprenticeship Alumni Award recognizes an alumnus of the IEC apprenticeship program who has worked diligently to distinguish him/herself as a leader, mentor, and supporter of IEC and the electrical industry. Any IEC member or chapter staff who graduated from the IEC Apprentice Training Program is eligible for this award.

To submit a nomination, you must include:

- Name of chapter where nominee attended the apprenticeship program.
- Letter from the nominee's local or graduating chapter certifying that the nominee is a graduate from the IEC Apprentice Training Program.
- A list of nominee's accomplishments in the electrical industry.
- An essay (750-word maximum) on how the nominee distinguished him/herself in the association and the contracting industry (ex. assists others in pursuing a career in electrical field; supports IEC nationally and/or locally; has community, state, and nationwide involvement with areas of the electrical industry such as code; demonstrates IEC principles and goals, etc.).





Nomination form for Individual Awards can be found on page 13.

Awards of Excellence
IN ELECTRICAL CONSTRUCTION

The Awards of Excellence in Electrical Construction recognize IEC contractor members that exhibit excellence in electrical or systems construction by striving for total quality. Only projects completed between August 1, 2016, and August 4, 2017, may be submitted, regardless of start date. An independent panel of electrical contractors, inspectors, and other experts in the field will judge submissions.

Award categories include:

Residential Construction

- **A.** Single family residence (including new construction or renovation).
- **B.** Multi-family residences to three stories, including senior housing facilities.
- **C.** Multi-family, mid-rise buildings above three stories.

Commercial Construction

(includes office buildings, institutions, banks, restaurants, retail facilities, churches, outdoor lighting, etc.)

- **A.** Electrical contract amounts up to $500,000.
- **B.** Electrical contract amounts from $500,001 to $1,500,000.
- **C.** Electrical contract amounts from $1,500,001 to $5,000,000.
- **D.** Electrical contract amounts over $5,000,001.

Industrial Construction

(includes manufacturing, utilities, processing, transportation, warehouses, etc.)

- **A.** Electrical contract amounts up to $1,500,000.
- **B.** Electrical contract amounts from $1,500,001 to $5,000,000.
- **C.** Electrical contract amounts over $5,000,001.

Low-Voltage/Limited Energy Systems Construction

This Award of Excellence recognizes IEC member companies that exhibit excellence in low-voltage systems construction by striving for innovation and total quality.

Energy Efficient/Green Construction

This Award of Excellence recognizes IEC member companies that demonstrate innovation, new ideas, and success in energy-efficient or green building construction projects. The judge panel will consider costs of installation vs. payback, carbon credits earned, and low environmental impact or environmentally responsible business operations during the construction process, if measurable or demonstrable.

- **A.** **Efficient Energy Retrofit** – Any previously constructed building (residential, commercial, or industrial) that has been retrofitted for energy savings and reduced energy consumption.
- **B.** **LEED Approved Construction** – Any new project (residential, commercial, or industrial) in which a majority of power usage is designed for energy savings and reduced consumption. Include LEED classification and performance benchmarks in key LEED areas.
- **C.** **Power Generation** – Any new or retrofit project that can demonstrate a greater power generation than usage ratio (such as wind farms, solar collectors, etc.). For each category, please include: How were old materials recycled? What are the documented energy savings? How long until ROI is achieved (if available)? What other financial impact was there?

Excellence in Service Award

The Excellence in Service Award recognizes an IEC member company that excels in providing electrical service to its customers. The award can go to a company or service department of a company specializing in residential, commercial, or industrial electrical service.

- **A.** 1-15 Service Employees
- **B.** 16-50 Service Employees
- **C.** More Than 50 Service Employees.

Nomination form for Service can be found on page 20. Nomination form for Residential, Commercial, Industrial, Low-Voltage, and Green Construction Awards can be found on page 24.

Chapter AWARDS

Chapter of the Year

The Chapter of the Year Award recognizes chapters that have provided their members with exemplary member service and have made efforts to grow over the past year.

Applicants must write an essay (750-word maximum) that explains why the chapter deserves the Chapter of the Year Award. This essay must include the following:

- Percentage of new (net) contractor members from July 1, 2016 to June 30, 2017.
- Active National committee/board volunteers.
- Current active chapter committees.
- The number of events the chapter held July 1, 2016-June 30, 2017 (excluding continuing education classes).

In addition to the essay, two letters of recommendation from members that support how the Chapter distinguishes itself in the electrical industry and your community must be included.

Category A – up to 15 contractor members
Category B – 16 to 30 contractor members
Category C – 31 to 60 contractor members
Category D – 61 to 89 contractor members
Category E – 90 plus contractors members



Apprenticeship Chapter of the Year

The Apprenticeship Chapter of the Year Award recognizes an IEC chapter apprentice program that has demonstrated outstanding accomplishments in growth and development on both a local and national level. Any chapter in good standing using the four-year IEC apprentice curriculum is eligible to be nominated for this award. Nominees will be judged based on the following criteria:

- Percentage of member companies participating in the four-year IEC apprentice program.
- Establishment of innovative recruiting and/or student programs and services (such as tutoring, alumni programs, or diversity recruitment strategies).
- Existence of an IEC apprentice community (defined by other activities/events for apprentices in addition to classroom education).
- Average GPA of each class year and completion rates.
- Participation by chapter on local/national committees with a direct impact on education quality (A&T, Education, Curriculum).
- A comprehensive statement on what has been done by the chapter to improve instructor performance (training, certifications, etc.).
- Submission of media articles about programs.
- Illustration of innovative measures that have been put into place to teach the curriculum (including subject matter experts, hands-on labs, in-class labs, use of video, etc.).
- Number of apprentices compared to previous years.

Nomination form for Chapter Awards can be found on page 13.

Chapter AWARDS

Instructor of the Year

The Instructor of the Year Award recognizes an IEC instructor who possesses creativity, a positive attitude, and the ability to transfer knowledge through excellent communication skills and innovative teaching methods. The winner will best embody the merit shop ideals through superior effort and talent as recognized by others. Nominees for the Instructor of the Year Award must teach the IEC curriculum at an IEC chapter or chapter training affiliate.

Nominees will be judged on activity and involvement in IEC, student recommendations, participating in professional development activities, and more. Please include any information with the application that emphasizes how the nominee has helped other instructors, the industry, or the advancement of the IEC National curriculum.

Please include high-resolution JPEG (.jpg) photos of the instructor interacting in classrooms, labs, or with students.

Legislative Chapter of the Year

The Legislative Chapter of the Year Award recognizes an IEC chapter that has made significant strides in achieving IEC's legislative goals by pursuing legislative and regulatory initiatives that seek to promote and support the merit shop philosophy.

To assist with judging, submissions should fully explain campaigns, obstacles overcome, and outcomes. Please include the number of National PAC and PEF contributors from the chapter (information available from the IEC National Office).

The Legislative Chapter of the Year will be awarded in two categories based on size:

Category A – up to 44 contractor members

Category B – 45+ contractor members

Chapter Executive Director of the Year

The Chapter Executive Director of the Year Award recognizes an IEC chapter executive director who exhibits outstanding leadership, accomplishments, and service during the past year. Any IEC chapter executive director is eligible to be nominated for this award.

Nominees will be judged based on:

- Setting a good example for other chapters.
- Working with other chapters to develop shared resources.
- Legislative activities and programs.
- Regularly published communications for members.
- Helping other chapters or IEC National grow.
- Percentage of membership growth from the previous year.
- Chapter educational programs.
- Contributions toward overall growth of IEC as an organization.
- Participation at IEC National meetings or on committees.
- Working with other chapters & IEC National for the benefit of the association.
- Public relations activities.
- Submission of three contractor member reference letters.

Nomination form for Chapter Awards can be found on page 13.

Achievement AWARDS

Industry Achievement Award

The Industry Achievement Award recognizes significant contributions to the electrical industry by an industry partner. Any IEC industry partner (company or individual from a company) who has made outstanding contributions to the electrical industry is eligible to be nominated for this award. Nominations must come from a current IEC contractor, chapter, industry partner, or associate member company.

IEC Community Service Award

The Community Service Award recognizes an individual IEC member company, IEC member, or IEC Chapter who has provided a valuable community service. Community service efforts are not limited to the electrical industry and can be any type of community service or charitable activity that benefits a group outside of IEC. To enter, please submit a description of the activity and who it benefited, photos, members/employees involved, and outcomes, along with a completed nomination form.

The Community Service Award will be awarded in two categories:

Category A – Team

Category B – Individual

IEC National Legacy Award

The Legacy Award has been designed to honor an IEC member whose work has not only made a lasting impression on this association but the electrical industry as a whole.

The award recognizes a person who has given freely of their time and energies to insure merit shop core principles are understood and valued throughout the electrical industry. Their professionalism, leadership, and innovation over a substantial period of time has left a true lasting impression on this association and each of its members.

IEC National Team Award

The Team Award has been designed to honor a group of individuals who have come together to assist IEC (at the national, regional, or chapter level) in securing a common and important goal. These individuals make up the "behind the scenes" team that have worked tirelessly and over an extended period of time to complete key association projects. The nominated team will have made a significant and positive impact on IEC.

Examples: National or Chapter Committees, Task Forces, Work Groups



Nomination form for Achievement Awards can be found on page 13.

Safety AWARDS

Safety Program Awareness & Retention Kit (SPARK) Award

The Safety Program Awareness & Retention Kit (SPARK) is a self assessment that helps companies assess their safety standards and practices. Companies that meet the requirements will receive national recognition and a certificate.

To view the SPARK Award brochure, visit www.ieci.org/awards/safety.

IEC-CNA Safety Award

The IEC-CNA Safety Award recognizes and awards companies that excel beyond Occupational Safety and Health Administration (OSHA) recordable incidence rates. We will seek to reward companies that have taken safety beyond traditional programs. Our analysis will take into account important safety program components including: management commitment, safety committee participation, investigation of incidents/near misses, employee involvement, worksite auditing for unsafe acts and conditions, recognition of safe actions, and recordable rates.

Award winners are presented with a professional quality IEC-CNA Safety Award, a press release to share with local media, and an electronic "Safety Award Winner" icon for use on any publication, website, or promotion. Winners also may use the following phrase on any publication, website, or letterhead to promote the company's elite category safety program:

"Winner of the 2017 IEC-CNA Safety Award" for up to three years following the presentation of the award. The runner-up will receive a second place award.

The nomination form for the IEC-CNA Safety Award can be found on page 16.





IEC-CNA Safety AWARDS

IEC-CNA History

IEC and CNA formally recognize electrical and systems contractors who place safety as a high priority in their organization and have the results to prove it. The IEC-CNA Safety Award is viewed as the elite safety award for the industry, recognizing those companies that excel in multiple areas of their safety program. The award was first presented in September 2006.

Company names/identification will be removed from the documentation that committee members review to maintain equal opportunity for every submitted applicant.

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Award Categories by Company Size

1-15 Employees	Category 1
16-50 Employees	Category 2
51-125 Employees	Category 3
126-300 Employees	Category 4
301 Plus Employees	Category 5

Disqualifications: Experience Mod exceeding 1.0 in most recent year; OSHA recordable rate exceeds the national average for Electrical Contractors NAICS code for most recent calendar year; Nominees with a jobsite fatality, resulting in a citation, within the 36 month qualification period must not apply. Any nominee who experiences a workplace fatality after completing the application but prior to final judging must contact IEC and make the fatality known. Understandably, any notification of a fatality will disqualify the company's nomination.

IEC-CNA Safety AWARDS

Selection of Finalists

There are four parts to the award selection process:

Part I. Key Metrics Report

Part II. Safety Program Awareness & Retention Kit (SPARK) Self-Assessment (Download at www.ieci.org/awards/safety)

Part III. Operations/Safety Management Report

Part IV. Live or virtual presentations to independent judges (live presentations will be conducted at IECCon17 in Phoenix, AZ).*

**For finalists only.*

The finalists in each category will be notified by September 11, 2017, and invited to make a presentation (no longer than 10 minutes) to a panel of independent judges during the IECCon17 in Phoenix, AZ, or virtually via Skype or webinar.

There will be a first and second place award.

The awards program is based around four distinct themes:

- Evidence of upper management/owner commitment.
- Evidence of employee involvement.
- Evidence of active participation throughout the company.
- Evidence of effective controls over major exposures to loss.

Note: Frequency and severity rating along with EMR rates are important, but the rates will not be the only metric used to determine the winners.

Schedule & Deadlines

AUGUST 11, 2017
Applicants must submit their applications to IEC National.

SEPTEMBER 1, 2017
Judges (Comprised of the IEC National Safety Committee Members) will review submitted applications and select award finalists.

SEPTEMBER 11, 2017
IEC will notify the finalists in each category.

OCTOBER 26, 2017
Finalists will make a live presentation at IECCon17 to a panel of judges. If a finalist is unable to attend the convention, arrangements will be made for a virtual presentation.

OCTOBER 27, 2017
Winners will be announced at the Amped Up Lunch at IECCon17.

IMPORTANT APPLICATION REMINDERS (FAILURE TO DO SO MAY RESULT IN DISQUALIFICATION):

- Only send the information requested in Part I, II, III, and IV above. No other materials will be accepted.
- Nomination form can be found on page 16.
- Send your submission through Dropbox to communications@ieci.org by August 11, 2017.

Submission Guide







In an effort to cut nominees' costs of submitting an award and create an easier, more streamlined submission process, the 2017 IEC National Award submissions will be completed online for all awards.

Please note, all forms in this brochure are writeable PDFs.

Dropbox

All award nominations must be submitted through Dropbox. It is a free program accessible at www.dropbox.com. Once you register your e-mail address, you will be able to share and transfer large amounts of data, which is stored in the cloud.

To submit an awards nomination, select the "shared folders" option, and create a new folder (please use the nominee's name when naming a folder).

Next, you will be prompted to invite users to view/share your folder. **Please enter in the e-mail address: communications@ieci.org** and hit submit. Your folder will be created and you can now begin the process of uploading content to that shared folder either using the web uploader or the desktop application. Include all aspects of your awards nomination. If you are submitting an Award of Excellence in Electrical Construction, be sure to have different subfolders within the main shared folder, just as you would have sections in a binder.

Only those who are invited to see your shared folder will have access to the files, so your nomination will be completely confidential. IEC National will send a confirmation to confirm receipt of your nomination. Please contact communications@ieci.org if you have not received a confirmation email within 24 hours.

Nomination Form

Return to IEC National by August 11, 2017

Use this form for all awards except for the Awards of Excellence in Electrical Construction, IEC-CNA Safety Award, and SPARK Award. See page 14 for additional required information.

FOR INDIVIDUAL, CHAPTER, AND ACHIEVEMENT AWARDS

Name of person(s) submitting nomination form: _____

Chapter: _____

Phone: _____

E-mail: _____

I would like to submit a nomination for the following 2017 IEC National Award (one nomination per form):

- ☐ Apprenticeship Chapter of the Year
- ☐ Chapter of the Year
- ☐ Chapter Executive Director of the Year
- ☐ Community Service Award
- ☐ IEC Apprenticeship Alumni Award
- ☐ Industry Achievement
- ☐ Instructor of the Year
- ☐ Legacy Award
- ☐ Legislative Chapter of the Year
- ☐ National Member of the Year
- ☐ Rising Star Award
- ☐ Team Award

My/our nominee for this award is:

Name: _____

Chapter: _____

Company: _____

Nomination Package Checklist: *(To be completed by nominator)*

- ☐ Completed **Nomination Form** *(Required for all categories)*.
- ☐ A **nomination letter/recommendation** prepared by an IEC member, chapter, or other individual as indicated in award descriptions. Refer to the Nomination Questionnaire or the Award description for listing of required topics. *(Required for all categories)*.
- ☐ A **resume** outlining the nominee's education, training, work experience, and professional development activities *(Required for Instructor of the Year Nominees)*.
- ☐ Submission of no more than **six classroom instruction photos** (high-resolution .jpg) *(Required for Instructor of the Year Nominees).*
- ☐ **Nomination Questionnaire(s)** to be completed by nominator – located on page 14 *(Required for Chapter Executive Director of the Year, Instructor of the Year, Industry Achievement Award, Legacy, Team, Rising Star Award, and National Member of the Year Nominees)*.
- ☐ Any **additional supporting materials** about your nominee that you would like to include *(Required for all categories listed above)*.
- ☐ A **letter from the nominee's chapter** certifying graduation from the program *(Required for Apprenticeship Alumni Award)*.

Nomination Questionnaire

Return with Nomination Form to IEC National by August 11, 2017.

To the best of your ability, please answer the questions below as they relate to your nominee. Cite examples where appropriate. Please limit your essay to 750 words. Nominees will be evaluated on both the answers to these questions as well as other information submitted with this application (i.e., nomination letter, letter(s) of recommendation, etc.).

☐ Industry Achievement Award

1. What motivates the nominee to be involved in/with IEC? Why, in your opinion, do they do what they do?
2. How does the nominee promote local and national involvement with IEC?
3. How active is the nominee in IEC - locally and nationally?
4. Describe the nominee's contributions to the electrical industry, their community, and IEC.

☐ National Member of the Year

1. What motivates the nominee to be involved in/with IEC? Why, in your opinion, do they do what they do?
2. How does the nominee promote local and national involvement with IEC?
3. How active is the nominee in IEC - locally and nationally?

☐ Instructor of the Year

1. What motivates the nominee to be involved in/with IEC? Why, in your opinion, do they do what they do?
2. How does the nominee promote local and national involvement with IEC?
3. How active is the nominee in IEC – locally and nationally?

☐ Chapter Executive Director of the Year

1. What motivates your Chapter Executive Director to be involved in/with IEC? Why, in your opinion, do they do what they do?
2. Describe your Chapter Executive Director contributions to and involvement with your chapter, your community, IEC National, and the electrical industry. How has the Chapter Executive Director contributed to the following:
   - Setting a good example for other chapters.
   - Working with other chapters to develop shared resources.
   - Legislative activities and programs.
   - Regularly published communications for members.
   - Helping other chapters or IEC National grow.
   - Percentage of membership growth from the previous year.
   - Chapter educational programs.
   - Contributions toward overall growth of IEC as an organization.
   - Participation at IEC National meetings or on committees.
   - Working with other chapters and IEC National for the benefit of the association.
   - Public relations activities.
3. Please submit three contractor member reference letters.

I understand that our chapter's executive director has been nominated for the IEC Chapter Executive Director of the Year Award.

In accordance with this award's guidelines, I second the nomination.

Name: _____

Title: _____
(MUST BE A CHAPTER OFFICER)

Date: _____

Nomination Questionnaire

Return with Nomination Form to IEC National by August 11, 2017

To the best of your ability, please answer the questions below as they relate to your nominee. Cite examples where appropriate. Please limit your answers to one page for each question. Nominees will be evaluated on both the answers to these questions as well as other information submitted with this application (i.e., nomination letter, letter(s) of recommendation, etc.)

☐ National Legacy Award

1. Period of time that your nominee has been involved with IEC at the:
   - **A.** Chapter Level
   - **B.** National Level
2. Provide nominee's detailed involvement in the IEC:
   - **A.** Chapter Level
   - **B.** National Level
3. Provide examples of how your nominee demonstrates merit shop core principles and has helped brand IEC as the premier electrical contracting association.
4. Provide examples of how your nominee has effected change for the good of the following over a significant period of time:
   - **A.** IEC
   - **B.** Merit Shop Contractor
   - **C.** The Electrical Industry
   - **D.** Their Community

☐ Rising Star Award

1. What motivates the nominee to be involved in/with IEC? Why, in your opinion, do they do what they do?
2. How does the nominee promote local and national involvement with IEC?
3. How active is the nominee in IEC - locally and nationally?
4. What has the nominee accomplished in the past year?

☐ National Team Award

1. Provide team name.
2. Complete list of team members.
3. Description of team's task/project and explain the importance of the task/project.
4. Provide a list and explanation of who benefits from the task/project.
5. Provide the approximate period of time required to complete task/project.

IEC-CNA Safety AWARD APPLICATION

Selection of Finalists There are four parts to the award selection process:

Part I.	**Key Metrics Report**
Part II.	**Safety Program Awareness & Retention Kit (SPARK) Self-Assessment (Separate document accessible via www.ieci.org/awards/safety)**
Part III.	**Operations/Safety Management Report**
Part IV.	**Live or virtual presentations to independent judges (conducted at the IECCon17 in Phoenix, AZ).***

**For finalists only.*

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PART I Key Metrics Report

If you can answer "No" to the following three questions, your company is eligible to apply for the IEC-CNA Safety Award. If you answer "Yes" to any of the following three questions, your company is **not** eligible to apply.

1. Has your company experienced a work-related fatality in the last two years?
2. Did your Experience Modification Rate exceed 1.0 for the most current policy period?
3. Does your Total Case Incident Rate (TCIR) for recordable injuries in 2016-17 exceed the national average of 3.1 for NAICS code 238210 for electrical contractors?

NOTE: If your company has a fatality involving a company employee after submitting this application but prior to the Annual Convention, you must contact IEC and notify them of the fatality. Your company will not be eligible for an award and if you are a finalist, your company will be removed from the eligible candidates.

SECTION 1 – General Information

Company Name: _____

Contact Person: _____

Title: _____

Address: _____

City/State/Zip: _____

Phone: _____ E-mail: _____

Fax: _____ Date: _____

I would like to make my presentation: ☐ IECCon17 ☐ Virtually

Applicant Signature: _____

(CEO/PRESIDENT/OWNER/COMPANY EXECUTIVE)

IEC-CNA Safety AWARD APPLICATION

SECTION 2 – Company Size

Please check the appropriate category.

- ☐ **Category 1** 1 to 15 Employees
- ☐ **Category 2** 16 to 50 Employees
- ☐ **Category 3** 51 to 125 Employees
- ☐ **Category 4** 126 to 300 Employees
- ☐ **Category 5** 301 Plus Employees

SECTION 3 – Injury & Illness Incidents & Frequency Rate

For assistance, please refer to OSHA Form 300A.

	CY 2016	CY 2015
A. Total Employee Hours Worked		
B. Total Number Injuries and Illnesses *Total of columns G + H + I + J of the OSHA 300 log*		
C. Total Recordable Case Rate *{ (G + H + I + J) x 200,000 } ÷ (Total Employee Hours Worked)*		
D. Total Number Days Away or Transferred *Total of columns H + I of the OSHA 300 Log*		
E. DAYS AWAY, RESTRICTED, OR TRANSFERRED (DART) RATE *(Column H + Column I) ÷ (Total Employee Hours Worked)*		
F. Experience Modification Rate		

SECTION 4 – OSHA Form

Please submit a signed copy of your 2016 OSHA Form 300A Summary.

IEC-CNA Safety AWARD APPLICATION

PART II Safety Program Awareness & Retention Kit (SPARK) Self-Assessment

Please complete the Answer Sheet section of the SPARK Self-Assessment. The form can be accessed via 2017 SPARK Brochure, located on the IEC National website at www.ieci.org/awards/safety.

PART III Operations/Safety Management Report

Section 1: Description of Company

Provide a brief description of your company's operations to include number of full-time employees, years in business, type of work performed (i.e. percentage commercial, industrial, residential, or utility systems worked, and new construction, demolition or service work, etc.)

Provide no more than a half page description (12 point font, Arial, with at least 1-inch margins).

Section 2: Description of Safety Program

Describe your safety program to include information demonstrating management commitment; employee involvement in your orientation program and training program; and innovative practices that reduce exposures to loss.

Provide no more than one page (12 point font, Arial, with at least 1-inch margins) describing your safety program and your commitment to safety.

Section 3: Description of Why Your Company's Safety Program Deserves to Win

Describe why your program is successful and why you think your program deserves to win. Provide no more than a half page description (12 point font, Arial, with at least 1-inch margins).

IEC-CNA Safety AWARD APPLICATION

PART IV Live or virtual presentations to independent judges

This section is for finalists only. Applicants do not need to complete Part IV.

Only two finalists will be selected from each of the five (5) categories based on company size. Each category should have a minimum of two applicants. In the event a category does not have two applicants, the single applicant may be moved to the next most appropriate category.

Finalists may make a Power Point presentation or provide handouts to judges during the live presentation. Judges will select winners based on the following four distinct themes:

- Evidence of upper management/ owner commitment
- Evidence of employee involvement
- Evidence of active participation throughout the company
- Evidence of effective controls over major exposures to loss

The judges may ask questions related to the IEC-CNA Safety Award application and may also consider any of the following categories:

1. Injury and Illness Reporting and Reduction Programs

a. Report of Accidents
b. Incentive Programs
c. Accident and Near-Miss Investigation Reports

2. Management Leadership

a. Management's statement of commitment to safety and health
b. Safety is included in company or project budget
c. Written goals and objectives for safety and health
d. Annual safety and health evaluation
e. Job descriptions
f. Performance standards and appraisals
g. Resource documents including budget projections

3. Employee Involvement

a. Safety and health committee minutes, if applicable
b. Self-inspection forms and records, accident investigations, hazard analyses, and employee reports of hazards

4. Worksite Analysis

a. Self-inspection forms and records
b. Health hazard assessment and monitoring records (such as industrial hygiene surveys, sampling results, exposure calculations, and summary reports)
c. Hazard analysis forms and reports
d. Accident/incident investigations to verify that all causes of an accident/incident are identified, undue blame or reprisal is not placed on employees, and recommendations for preventing future occurrences are listed
e. Hazard reporting system for employees
f. Annual safety and health management system evaluations, and site audits
g. The system for managing contractor safety and health and related documents
h. Trends analysis reports of injury/ illness, accidents, employee hazard reports, etc.

5. Hazard Prevention and Control

a. Hazard control programs required by OSHA standards (such as Lockout/Tagout, Hazard Communication, Respiratory Protection, Process Safety Management, Bloodborne Pathogens, Confined Space Entry, Emergency Response, etc.)
b. Preventive maintenance program, maintenance schedule, and examples of work orders
c. Engineering studies, to verify that any over-exposures to health hazards were adequately addressed and controlled following the hierarchy of controls
d. Hazard correction/work order and tracking reports
e. Safety rules, examples of safe work procedures and practices
f. Disciplinary system, including a review of policy

6. Training

a. New employee and contractor orientation curricula
b. Training curricula related to required OSHA standards
c. Additional safety and health training curricula to verify that personnel performing hazard analysis and accident investigation are trained to do so. Also to verify that information from hazard analysis, accident reports, etc., are incorporated into training
d. Training attendance records and tracking method

EXCELLENCE IN SERVICE AWARD
Entry Nomination Form

Company Name: _____

Contact Name: _____

Contact E-mail (for confirmation and questions): _____

Address: _____

City/State/Zip: _____

Phone: _____

IEC Chapter/Member-at-large: _____

Company Principal & Title: _____

Award Category: [PLEASE CHECK ONE]

Service: ☐ A (1-15 Service Employees) ☐ B (16-50 Service Employees) ☐ C (More than 50 Service Employees)

Name of person submitting entry: _____

Signature: _____

Deadline to submit entries to IEC National: August 11, 2017. See entry requirements on the next page.

Presentation: The awards will be presented at IECCon17, October 25-28, in Phoenix, AZ.

EXCELLENCE IN SERVICE AWARD
Entry Guidelines

ALL ENTRIES IN IEC NATIONAL'S EXCELLENCE IN SERVICE AWARD MUST SUBMIT THEIR COMPANY WITH THE FOLLOWING FIVE (5) SECTIONS:				
	1	Entry Nomination Form	4	Narrative
	2	Letters of Recommendation	5	Photos
	3	Service Description/Safety		

SECTION 1 Entry Nomination Form

Complete the Nomination form on page 20.

SECTION 2 Letters of Recommendation

Include three letters of recommendation from customers describing the service completed.

SECTION 3 Service Description/Safety

Please complete the following sections about your company's service operations.

1. Amount of Years Completing Service Work: _____
2. Number of Service Vehicles: _____
3. Total Revenue Volume Related to Service: _____
4. List any special safety training related to service work: _____

3. Total days lost for service employees: _____
If lost days listed, provide brief description: _____

4. Number of Recordable Accidents on Service Jobs: _____
If accident(s) listed, provide brief description: _____

EXCELLENCE IN SERVICE AWARD
Entry Guidelines

SECTION 4 Narrative

Please provide a brief narrative describing your company's electrical service operations. Please keep the narrative under 750 words. Please include the following:

- What makes your service unique.
- Innovative technologies and or installation processes utilized.
- Challenges that have been overcome.

SECTION 5 Photos

Please include a minimum of five (5) photos of the service department and service work being completed.

The submitted information and photos will be used in promotion of the nominees and in the presentation of the winners at IECCon17. If all, or certain sections, of the submitted information and/or photos must remain confidential, please indicate accordingly.

AWARDS OF EXCELLENCE IN ELECTRICAL CONSTRUCTION
Entry Requirements

1. All entries must be received by August 11, 2017. No exceptions.
2. You may submit more than one entry and you may submit entries in more than one category.
3. You must be a current contractor member of an IEC chapter or a member at-large.
4. There is no geographic limitation on the location of entries.
5. Any project entered must have been completed between August 1, 2016, and August 4, 2017, regardless of start date. Judges reserve the right to disqualify projects deemed to be incomplete.
6. Owner's approval for a project to be entered, if necessary, should be obtained in advance. Must include proof of approval (if necessary) in this packet.
7. All accepted entries may be used by IEC for publication or any other purpose the association deems appropriate.
8. The Awards Committee reserves the right to re-categorize and/or disqualify any entry for cause with proper notification to the contractor. An entry will be disqualified if all requirements are not met. All entry fees are non-refundable.
9. The IEC National Awards Committee reserves the right to not issue an award for a specific category if there are not enough qualified candidates submitted or a minimum point value is not reached.
10. Beginning this year, there is NO ENTRY FEE!

AWARDS OF EXCELLENCE IN ELECTRICAL CONSTRUCTION
Entry Nomination Form

(Residential, Commercial, Industrial, Low-Voltage Systems, and Green Construction)

Company Name: _____

Contact Name: _____

Contact E-mail (for confirmation and questions): _____

Address: _____

City/State/Zip: _____

Phone: _____

IEC Chapter/Member-at-large: _____

Company Principal & Title: _____

* Name of Project: _____

* Location of Project: _____

* Name of Owner: _____

* Address of Owner: _____

* Owner Signature (if necessary): _____

* Project completion date: _____

Award Category: (PLEASE CHECK ONE)

Residential: ☐A ☐B ☐C
Commercial: ☐A ☐B ☐C ☐D

Green Construction: ☐A ☐B ☐C
Industrial: ☐A ☐B ☐C

☐ **Low-Voltage Systems**

Name of person submitting entry: _____

Signature: _____

** Not applicable for Service category.*

Deadline to submit entries to IEC National: August 11, 2017 **See entry requirements on the next page.**

Presentation: The awards will be presented at IECCon17, October 25-28, in Phoenix, Arizona.

AWARDS OF EXCELLENCE IN ELECTRICAL CONSTRUCTION
Entry Guidelines

ALL ENTRIES IN IEC NATIONAL'S AWARD FOR EXCELLENCE IN ELECTRICAL CONSTRUCTION CATEGORIES MUST SUBMIT THEIR PROJECT WITH THE FOLLOWING SIX (6) SECTIONS:	1	**Entry Nomination Form**
	2	**Application Check List**
	3	**Project Description & Scope of Work**
	4	**Safety**
	5	**Project Photo**
	6	**Narrative**

SECTION 1 Entry Nomination Form

Use current Entry Nomination form or use the online form. Minor adjustments may need to be made so as not to repeat information requested in following sections.

SECTION 2 Application Check List

Contractor/Entrant should make sure that the following sections have been completed and all required items are in your presentation using Dropbox.

Please check the following list to ensure that your entry is complete. Any entry that does not include the above six sections may be disqualified at the judging panel's discretion. All disqualified entries will be reviewed by the IEC Awards Committee prior to finalizing all awards. Awards Committee decisions are final!

1. Entry submitted in Dropbox with six sections (subfolders) clearly labeled: _____
2. Section 1 - Nomination form completed in full: _____
3. Section 3 – Project's description and electrical scope of work is included: _____
4. Section 4 – Project's safety questions have been completed or marked NA: _____
5. Section 5 – All required photos are included: _____
6. Section 6 – Narrative is included: _____
7. Endorsement Form is completed. _____

The submitted information and photos will be used in promotion of the nominees and in the presentation of the winners at IECCon17. If all, or certain sections, of the submitted information and/or photos must remain confidential, please indicate accordingly.

AWARDS OF EXCELLENCE IN ELECTRICAL CONSTRUCTION
Entry Guidelines

SECTION 3 Project Description & Scope of Work – 25 Points Available

1. Provide a brief general description of the project as a whole.

2. Provide a complete outline of the project's electrical scope of work. (The more detailed your scope of work the better.)

SECTION 4 Safety – 25 Points Available

1. Project safety hours:

(Include safety hours from project specific meetings, tool box talks, and project specific safety training. Do not include the company's general safety training hours.)

a. Total Man-hours: _____

b. Total Hours Specific to Safety: _____

2. List any special safety training that this project required: _____

3. Total days lost: _____

If lost days listed, provide brief description: _____

4. Number of Recordable Accidents: _____

If accident(s) listed, provide brief description: _____

AWARDS OF EXCELLENCE IN ELECTRICAL CONSTRUCTION
Entry Guidelines

SECTION 5 **Photos – 25 Points Available**

Photos as specified below per subject matter and quantity must be included with your project's presentation, either via e-mail or DropBox. If photos are not included and/or do not meet the specifications outlined below, your entry may be disqualified. (See Section 2 – judge's disqualification disclaimer.)

Photos must be high resolution, which is 300 dpi or greater. Photos must be submitted in a .jpg or .png format. PDFs of images will not be accepted.

In addition to showing the over all project, the photos should highlight the electrical work. Include photos that show the wiring, conduit, etc. (i.e. remove the panels)

Required Photos

1. **Pre-construction:** **Minimum of one (1)** photo showing the site as it was prior to the start of your project's construction. Photo must be labeled pre-construction.
2. **Construction:** **Minimum of five (5)** different photos showing the progression of the job and the quality of workmanship on the project. Photos must be labeled construction and numbered in order of the job's progress.
3. **Post construction:** **Minimum of three (3)** different photos showing the finished project. Photos must be labeled post construction.

(Photos may be used for IEC's marketing and award presentation purposes. By submitting a contractor entry and photos, it is understood that the contractor has released all rights to photos to IEC for marketing and award presentation purposes.)

TIPS FOR SUBMITTING PHOTOS

Nomination photos are paramount to portraying your work. Below are a few helpful hints to keep in mind when putting together your nomination.

These tips are based on important aspects of previous award-winning applicants.

- Use high resolution (print and projection quality) JPEG images.
- Judges will disqualify entries that do not meet each of the three photo criteria and quality requirements as specified in the above 1-3 items.
- Include detailed photos showing a progression of productivity. Let the Committee see each stage of the work and show what sets your project and company apart from the others.
- Focus on the electrical system and think about how an electrical inspector (or a competing contractor) would critique your installed work. Take detailed close-ups of the craftsmanship. By all means, include those employees who did the work. Pride in ownership is priceless.
- Keep safety in mind.

AWARDS OF EXCELLENCE IN ELECTRICAL CONSTRUCTION
Entry Guidelines

SECTION 6 Narrative – 25 Point Available

1a. Provide a brief answer, 200 words or less, to the following question:

What were the project's challenges and their solutions?
One to three supporting photos are requested but not required. If photo(s) are submitted, a brief description is required to be included with photo(s).

1b. Provide a brief answer, 200 words or less, to the following question:

What innovative technologies and/or installation processes were utilized?
One to three support photos are requested but not required. If photo(s) are submitted, a brief description is required to be included with photo(s).

Endorsement Form

The electrical contractor listed below is submitting the project listed below for entry in the Independent Electrical Contractor's **2017 National Award of Excellence in Electrical Construction**. This is a very prestigious award which not only honors the electrical contractor, but your project as well. We urge you to take the time to complete this document. IEC thanks you in advance for your time and effort.

Name of Project: _____

Electrical Contractor's Name: _____

Starting Date of Project: _____ Ending Date of Project: _____

Was project completed on time? ☐ YES ☐ NO

Was project completed within budget? ☐ YES ☐ NO

(Please use the scale below.)

POOR	AVERAGE	GOOD	VERY GOOD	EXCELLENT
How well did the electrical contractor adhere to the project's completion schedule?				
☐ 1	☐ 2	☐ 3	☐ 4	☐ 5
Electrical contractor's ability to handle change and solve problems?				
☐ 1	☐ 2	☐ 3	☐ 4	☐ 5
How well does the electrical contractor work with other trades?				
☐ 1	☐ 2	☐ 3	☐ 4	☐ 5
Quality of electrical contractor's workmanship?				
☐ 1	☐ 2	☐ 3	☐ 4	☐ 5
Overall satisfaction with electrical contractor's performance on this project?				
☐ 1	☐ 2	☐ 3	☐ 4	☐ 5

Any additional comments? _____

Print Name _____

Endorser's Signature _____ Date _____

Commonly Asked Questions

Who may nominate a member/chapter?

Any IEC member or chapter staff member may nominate any member or chapter.

How do I make a nomination?

Complete a nomination form and submit it through Dropbox to communications@ieci.org. The Submission Guide can be found on page 12. All nominations must be received by August 11, 2017. With your submission, include required background material that may better illustrate accomplishments relating to the specific award. Make sure to include all required supporting documentation outlined in the award category and elsewhere on the appropriate form.

When is the deadline for nominations?

Nominations must be submitted to IEC National by August 11, 2017.

When will the awards be presented?

The awards will be presented at various times throughout IECCon17 (www.ieccon.org), October 25-28, in Phoenix, AZ.

The majority of the awards will be given out during the Amped Up Luncheon and the President's Reception & Awards Gala.

Do I need to attend the Amped Up Lunch and/or Awards Gala?

Attendance at convention is not required; however, IEC does not disclose award winners until then. Attendance is an opportunity to be recognized by your peers for your accomplishments. We recommend that all nominees attend, or appoint a substitute, so as not to miss this opportunity. If you do not plan to attend, please let IEC know who (in the event of winning) will accept the award on your behalf. If no substitute is appointed, the Chapter Executive Director from your area will be asked to accept the award on your behalf.

Who should I contact with questions?

If you have any questions about the 2017 IEC National Awards, contact the IEC National Office at communications@ieci.org or (703) 549-7351.

Thank you to for taking the time to read through the 2017 IEC National Awards Brochure. We truly appreciate your interest in submitting an award nomination. If you have any questions, please don't hesitate to contact IEC National at (703) 549-7351.