# Maintenance Team of the Year Nominations Form

## Nomination Process

To be eligible for Maintenance Team of the Year, the team must be employed in Canada at the time of submission. The team may nominate itself with validation of their submission by their plant / site manager. No member of the judging committee may participate as a candidate or by making a nomination. All submissions must include name and contact information for the person making the nomination and the person validating the nomination. Those individuals must work with the nominated candidate either as employer, employees, contractors or consultants.

Submissions must be type written and should address the appropriate criteria in summary form. Metrics supporting any performance improvement claims must be submitted. The judging committee will request additional supporting information as/when needed.

The questions on this form are designed to help you meet the all of the criteria described above. It has been provided in .doc format so that you can use as many lines as necessary to tell your story.

## Contact Information

1. Our organization (name)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ has (number)\_\_\_\_\_\_\_\_\_\_\_\_\_ employees
2. Please list the names, roles and contact information of the individuals on the team being nominated for the Maintenance Team of the Year Award. Add rows as required or attach a list.

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| --- | --- | --- |
| Name | Role | Contact Information (email) |
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1. What is the geographic location for this team? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Who is making the nomination?

|  |  |  |
| --- | --- | --- |
| Name | Role | Contact Information (email) |
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1. Who is validating this nomination? What is their relationship to this team? (Plant / site manager is recommended.)
   1. Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   2. Title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   3. Contact Information\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   4. Relationship to the team \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Information to Support the Nomination

Please complete all sections (1-5).

1. Choose at least *one* of the following (a through d) and write a description of the achievement in the box including the challenges that you had to overcome to get where you are. Include metrics to support any performance improvement. Our team has:
   1. Sustained high performance for a significant period of time
   2. Initiated work on a maintenance improvement plan which is on schedule
   3. Has reorganized for effectiveness and efficiency
   4. Developed and is implementing a training and development plan

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1. Our team has established control over frequent breakdowns and reactive maintenance by employing such tactics as planning and scheduling, materials control, preventive/predictive maintenance, performance measures and information systems. In this plant maintenance is well out of the fire-fighting / reactive mode. Tell the story in the box below in 300 words or less. Include metrics to support any performance improvement.

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1. Our team has initiated a continuous improvement process in maintenance, such as TPM, RCFA, RCM, and/or operator involvement (autonomous maintenance / 5S). Tell the story in the box below in 300 words or less. Include metrics to support any performance improvement.

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1. Our team has improved the administrative or work flow management processes to reduce costs, improve service, save time or enhance quality of work done. Tell the story in the box below in 300 words or less. Include metrics to support any performance improvement.

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1. Provide an in-house survey of plant performance using the “Uptime Excellence Grid” with all scores at or above “Understanding” and at least 3 scores of “Competence” or higher. The **“Uptime 3rd ed. Maintenance Maturity Matrix.pdf”** is enclosed in the nominations package for your reference.

Please submit completed forms to the Awards Committee Chairperson via [awards@pemac.org](mailto:awards@pemac.org)