



APPRENTICE CHAMPIONSHIP
FESI document RTC 1 protocol

FEDERATION EUROPEENNE DES SYNDICATS D'ENTREPRISES D'ISOLATION
EUROPEAN FEDERATION OF ASSOCIATIONS OF INSULATION CONTRACTORS



FESI Recruitment and Training Commission, version 17, Frederikshavn, September 2019.
Official FESI-document number RTC 1

TABLE OF CONTENTS

1. INTRODUCTION	3
2. GENERAL REMARKS	5
3. FESI CHAMPIONSHIP COMMITTEE / HOST FESI MEMBER	7
4. COMPETITION SECRETARIAT	8
5. INFORMATION BROCHURE/PACKAGE	9
6. THE WORK OF THE JURY	10
7. GENERAL RULES AND REGULATIONS	11
8. TASKING AND GIVING POINTS BY THE JURY	12
9. HOTEL ACCOMODATION.....	15
10. FUNDING OF THE CHAMPIONSHIP	16
11. PRIZES FOR THE COMPETITORS	17
12. OFFICIAL PROGRAMME	18
13. REGISTRATION TO THE CHAMPIONSHIP	19
14. SAFETY PRECAUTIONS	21
15. LEXICON	22
16. USEFUL OTHER INFORMATION	23
17. CHECKLIST FOR THE ORGANISERS	24
18. TASK DESCRIPTION PROJECT TEAM AND RESPONSIBILITIES	26
19. DISCLAIMER	27
20. APPENDIXES	28
➤ Registration Form Apprentices	
➤ Registration Form Judges	
➤ Certificate Example	

1. INTRODUCTION

On behalf of the members of the FESI Recruitment and Training Commission and FESI Championship Committee (FCC) we herewith present the Protocol of the FESI Apprentice Championship. The FESI Recruitment and Training Commission initiated this championship and the Commission was asked to produce a protocol in which the requirements for organizing this kind of championship are written down. This protocol provides a guideline for future organizing countries of a FESI Apprentice Championship and it is the official FESI Document RTC 1.

The members of the Recruitment and Training Commission trust that they have produced a helpful document which gives the host country enough information to organize the FESI Apprentice Championship in collaboration with the FCC in a uniform and professional way.

Hans Koole, Chairman of the FESI Training Commission

1.1 How to use this protocol?

Each organizing country is advised to use this protocol as a guideline in order to facilitate a professional FESI Apprentice Championship. All the necessary requirements are written in detail. The protocol is a helpful reference book for the hosting country in order not to forget items and actions that must be taken. In any case of doubt or misunderstanding of the requirements, the President of FESI is responsible for final adjudication in the event of any disagreement.

The text of this protocol is written in a normal typeface. Everything that is written in this normal typeface is, what the members of the FESI Recruitment and Training Commission are concerned, a must for the hosting country.

Everything that is written in typeface *ITALICS* is information (advice) for the organizing country with a strong recommendation from the members of the FESI Recruitment and Training Commission.

1.2 Introduction of the FESI Championship Committee (FCC)

The FCC was formed following the FESI Spring meeting in Lucerne, Switzerland in 2015 at which during the Recruitment and Training Commission, member countries had expressed their wishes for the FESI Championship to be refreshed with new ideas and structure.

The FCC is made up of four representatives from the RTC and Secretary General.

The FCC works closely with the hosting FESI member country, to ensure that the championship is delivered to the same standards and follows exactly the same format in each hosting country.

The FCC also provides administration, budgetary controls, marketing and communications instructions.

Once the championship location has been decided on by the direction commission, the FCC will then initiate dialogue with the hosting member and firstly produce a schedule of communications between both parties for the twelve months leading up to the competition.

This will detail dates of conference meetings where all tasks will be assigned and progressed throughout the planning stages.

The FCC will maintain overall control of finance, planning, marketing and communications, working with the host country to ensure that local knowledge is capitalised on for the benefit of both the host member and the championship.

1.3 Some definitions:

Competitors: Each FESI association may send a team of 2 apprentices (≤ 28 years old, see also chapter 2).

Member of the jury: FESI Championship Committee will administrate "FESI approved list of judges" and choose randomly from the list 4 persons for each competition. (see also chapter 8).

Coach: Each FESI association may send one coach (see also chapter 13).

2. GENERAL REMARKS

2.1 FESI Apprentice Championship

- a. Every two years the competition is organized in one of the FESI member countries. (Preferably in the same period as the FESI General Assembly)
- b. The FESI Direction Committee decides upon the location and the country in which the FESI General Assembly and the Apprentice Championship are organized.

Previous championships have been held in the following countries: 1994 Sassenheim (The Netherlands), 1996 Bern (Switzerland), 1998 Luzerne (Switzerland), 2000 Brussels (Belgium), 2002 Wiesbaden (Germany), 2004 Barcelona (Spain), 2006 Dubrovnik (Croatia), 2008 Copenhagen (Denmark), 2010 Stavanger (Norway), 2012 Berlin (Germany), 2014 Krakow (Poland), 2016 Cologne (Germany), 2018 Cologne (Germany).

The next Apprentice Championship will take place in 2020 in Den Bosh, Netherlands.

2.2 The Apprentice Championship has the following goals:

- a. To promote high standards and quality in insulation and cladding work.
- b. Providing recognition of the quality of the craftsmanship of the competitors.
- c. Award the best national team by allowing them to participate in the European Apprentice Championship.
- d. Test the capabilities of the competitors in insulation and cladding work.
- e. To encourage and intensify the contacts between the competitors in order to get to know each other better and to learn about methods and working procedures from each other.
- f. To work together and to create mutual understanding and friendship among the competitors.
- g. To promote awareness of Health and Safety at work and emphasize the importance of working safe.

2.3 The Apprentice Championship is open for:

- a. A team of 2 competitors per association.
- b. Apprentices who are to 28 years old (in the month of the competition) and have a maximum of two years of working experience in insulation and cladding work after his/her training period (any form of insulation education).
- c. Competitors are allowed to participate only once in the FESI Apprentice Championship.

2.4 The task of the competitors is to:

- a. Apply a variety of insulation materials to a dummy/rig, the drawing of which will be held in secret until the competition day, according to the general rules of the competition.
- b. Apply a protective cladding covering the insulation material.

- c. Perform the above mentioned tasks during a limited period of time (this period of time is set by the jury before the start of the competition).
- d. Use the drawing that is provided for by the organization on competition day. The competitors must be able to understand the symbols that are common use in insulation work. The competitors must understand the English language.

3. FESI CHAMPIONSHIP COMMITTEE / HOST FESI MEMBER

3.1 Introduction of the organization of the competition

All of the following details should form the basis of the initial discussions between the hosting member and the FCC:

- a. Make a list of who is in charge of the different tasks (short description of tasks): i.e. the chairman, technical/training experts (min. 2 persons), the secretariat and liaison with FESI Training Commission and FCC. (*Optional: the members of the PR-commission and the financial management*).
- b. The organizers should wear identification badges during the competition.
- c. It must be clear to whom a participant should address when he or she has a problem.
- d. Telephone numbers of the secretariat before the competition.
- e. Telephone numbers of the secretariat during the competition.
- f. All information must be published in English.
- g. *It is recommended to use photos of the organizers along with the names of the organizers and their mobile telephone numbers (who is who) in a leaflet/brochure or in the information package that is distributed to all participants.*

4. COMPETITION SECRETARIAT

(During the Cologne Championship it will be the FCC)

4.1 The competition secretariat

- a. The host country must establish a competition secretariat that must be the first contact address for participants.
- b. The competition secretariat must be active *preferably* twelve months before, during and at least one week after the championship, and in full communication with the FCC at all times.
- c. Participants must be informed about the names, the address and telephone numbers of the secretarial staff.

4.2 Before the championship

The competition secretariat can be reached at the following address before the competition: Name of the location Address City Email-address Telephone number of the competition secretariat (before the championship) *Optional*: route description or map to the competition secretariat.

4.3 During the championship

The competition secretariat can be reached at the following address during the competition: Name of the location Address City Email-address Telephone number of the competition secretariat (during the championship). Route description or map to the competition location.

4.4 Exact address to send the personal tools to

- a. Competitors must bring the tools themselves and pay for them as excess baggage.
- b. If participants choose to send their personal tools by courier (i.e. DHL) to the championship location, it is vital that the organizers give the exact address to the competitors as soon as possible.

4.5 The competition location

The location where the Apprentice Championship should be held is preferably a public site so that many people have the possibility to watch and experience the championship. A museum, a trade show or a market place could be an ideal location to organize the championship. The competition in Copenhagen, Denmark 2008 was located at the open market place in front of the town hall. In Stavanger, Norway 2010, the competition was located next to the Oil Museum in the harbor. In Berlin, Germany 2012, the competition was located in Bautech. In Krakow, Poland 2014, the competition was located in EXPO Centre Krakow. In Cologne, Germany 2016, the competition was located in IEX exhibition in Cologne Fair Center.

5. INFORMATION BROCHURE/PACKAGE

5.1 Information brochure and/or information package

- a. FCC will produce an information brochure (or information package) in English for the participants (i.e. competitors, members of the jury, coaches, and members of FESI etcetera).
- b. It is essential that the information brochure is sent at least 2 months before the start of the competition to all the participants.
- c. All information must be published in English.

5.2 Suggestions for subjects of the information brochure/package:

- a. Preface with the official welcome by the organizers (i.e. the president of the National Insulation Association).
 - b. *It is recommended also to publish a photo of the president.*
 - c. Information for the members of the jury and the general rules and regulations.
 - d. Hotel information and route description (and map).
 - e. The official programme.
 - f. Safety precautions in the location of the competition (evacuation, first aid, fire regulations etc.).
 - g. A lexicon with photos and the national names for cladding, tools and insulation work.
 - h. List of obligatory personal protective equipment to be used during competition.
 - i. Information regarding the required tasks of insulation and cladding.
 - j. Information about the machinery that will be provided and list of demanded tools (toolbox).
- (Parts of) the information should also be available through the website with information about the championship (information brochure/information package). Extra copies should be available for those wanting to read it at the championship location.*

6. THE WORK OF THE JURY

6.1 Nomination of the members of the jury

- a. Each association can nominate 1 judge to enter the FESI Championship List of Jury.
- b. The body of the jury is consisted of 4 judges from the list.
- c. The judges are selected by lottery.
- d. The selection to define the judges is done at the previous RTC meeting to the Championship.

6.2 Chairman of the jury

- a. The FESI President is also the independent chairman of the jury.
- b. As chairman he is responsible for final adjudication in the event of any disagreement.
- c. The chairman is not supposed to give any points to competitors himself.

6.3 Members of the jury

- a. Are highly qualified in insulation and cladding work.
- b. Are neutral and have no prejudices towards competitors.
- c. Have as their main objective: to contribute to a fair and honest competition.
- d. Possess a Master's title in the insulating profession, or have at least 6 years experience in insulating and commissioning works.
- e. Should be an examiner in national examination system or teacher/instructor working/cooperating with training centres.
- f. Are not allowed to communicate with the competitors at all or give advice during the competition.
- g. Are able to work within a team.
- h. Should be able to communicate clearly and efficiently both orally and written in English.

6.5 Meetings of the jury

- a. It is important that all 4 members of the jury meet for championship briefing (in the morning) before the competition starts.
- b. It is recommended to organize this meeting in the hotel where the members of the jury are staying or at the competition area.
- c. *It is recommended that the judges have a review meeting after each competition to record lessons learned.*

6.6 General

- a. A person from FCC should be available during the start of the competition to discuss and tackle possible problems and disputes if they arise.

7. GENERAL RULES AND REGULATIONS

7.1 General rules for the competitors

- a. Obey the necessary safety regulations (wear personal safety equipment stated in list, safety shoes and proper clothing that must be provided by the national delegations). Gloves and safety glasses must be used during the whole championship (where appropriate). The minimum requirement will be stated in the information brochure and/or information package (See 5.2-g).
- b. Being responsible for the correct use of the machinery, tools and materials.
- c. Report defects immediately to the organizers. The jury will decide upon possible compensation.
- d. Report shortage of materials immediately to the organizers. The jury will decide upon possible compensation.
- e. Report illness/accidents immediately to the organizers. The jury will decide upon possible compensation.
- f. Start and end the championship work with approval of the organizers.
- g. Have, during the championship-working period, only contact with others after approval of the organizers.
- h. Can ask for new materials if their own material is damaged to a certain extent. Not more than 20 percent waste is allowed. Over usage of material will influence the judgment of the end result.

7.2 Preparation before the championship

- a. The organizers will inform the competitors about the safety regulations etc.
- b. The first 30 minutes of the first day of the competition is allocated to allow the competitors to familiarize themselves with the machinery, dummies and tasking.
- c. At the same time the organizers and the members of the jury will inspect the tools that were brought by the competitors.
- d. Just before the actual start of the competition the competitors receive the task for that day. The competitors have the opportunity to ask questions to the organizers and study the task given to them. They may ask questions about the task but the answers will only be given to the whole group of competitors.
- e. *It is recommended that a delegation of the FESI Championship Committee is present at the beginning of the first day of the competition. They are available if any misunderstanding or miscommunication may occur.*

7.3 After each competition day

The competitors must clean the competition area after finishing their work.

8. TASKING AND GIVING POINTS BY THE JURY

8.1 Tasking

a. FCC is responsible to prepare the task to be solved by the competitors. The task shall be forwarded to the associations and to the judges for approval, prior to the Championship. The task shall include insulation and cladding work to be done, but without drawing of the dummy/rig, which shall be kept in secret until competition day.

b. *It is recommended to inform each national association at least 2 months BEFORE the competition starts about the possible tasking (i.e. all possible parts that may be tasked so competitors are aware of the possible tasks they might have to make). It gives national associations also the possibility to train certain aspects of the work that must be done and it can help to solve possible problems before the actual start of the competition. The competitors are advised to bring the tools that are listed in the "Tools List".*

c. *The jury will carry out their assessments anonymously.*

8.2 Insulation materials and other materials

a. The organizers must be sure there is enough insulation materials (in quality and quantity), all the different sorts of materials that are needed and all the necessary other materials are present at the location of the competition before the start. See annex with description of materials needed and the minimum quantity. Each team should get the same amount of materials.

b. The organizers must be sure that enough sheet metal is available so that the competitors can do the tasks properly (see the annex).

c. The organizers should have the needed machinery and other equipment available at the venue of the championship.

d. Competitors that work on the sheet metal task must keep their own template, which they make themselves. Competitors may not use templates of other competing teams.

8.3 Working periods, coffee breaks etc.

a. The organizers must inform all the participants of the working hours, the start and end of the coffee breaks, the lunches etc.

b. When a certain working period ends, all competitors must stop their work immediately. To have a certain period of rest is important for all competitors. It is not permitted to work on the dummies/rigs during coffee breaks or during lunchtime. If a competing team ends its task before the actual working period is over, their time of finishing must be registered.

c. During all the working periods the competitors must have the possibility to drink non-alcoholic beverages whenever they want to.

d. The organizers should provide enough free drinks for the competitors nearby (or at) the location of the competition. Drinks and lunches are also free for the members of the jury. Coaches who choose to stay during the whole competition near the competition area should pay a fee to the organizers at the beginning of the championship. Drinks etc. are not available for visitors.

e. *It is recommended to inform all participants by giving them an information package in which the program and all the working hours are published.*

8.4 Handing out the different tasks to the competitors

a. All task descriptions must be available in sufficient numbers to all the competitors.

b. The insulation task is handed out before the actual start of the competition in the morning of the first day. The cladding task is handed out during the lunch break before the start of the afternoon on the first day.

c. Competitors can only start the cladding work on the dummy after the jury have evaluated their insulation work and released it for installation of cladding. Release shall be written and tagged to the dummy. Prefabrication may start earlier.

8.5 Working process

a. The first day starts with a Safety briefing followed by the insulation task (apply different insulation materials to a dummy/rig). There is a time limit set by the organizers, which must be known to all competitors.

b. The organizers must make sure that the exact moment of finishing the task is registered properly.

c. When the first working day is over, the shaped pieces that have not yet been applied to the dummy/rig and the templates the competitors have made themselves shall not be removed from the competition area.

8.6 The European Standard for evaluation of the work performed by the competitors is to be followed

The FCC delegates responsible for the tasking and dummies preparation, together with the chosen jury members jointly develop a method for evaluating the work performance. The evaluation form and pointing system should be approved at least 2 months before the competition. During a short briefing before the Championship, all participating countries (coaches and competitors) are informed about the most common rules and assessment factors.

In every case the maximum points are to be given for a very good performance displaying a high level of command of most aspects of the relevant material, with only minor weaknesses. Zero points are given for failing and not completing the particular task or for a performance which does not meet the minimum requirements for acceptance.

Using personal protective equipment is a must, the one who break this rule may be disqualified. If two or more competing teams reach the same points, the results of the insulation task will settle the matter. When even this is the same the subjective task of the cladding work will be applied as a standard. If it still is a tie, the worked hours will settle the final result.

A complete list of the results shall be distributed after the end of the competition so that each country can see the result of their competing team.

9. HOTEL ACCOMODATION

9.1 Hotel accommodation

The FCC and/or championship secretariat is responsible for sending the below information in information brochure at least 2 months before the start of the competition.

The competing teams stay in the following hotel:

Name of the Hotel, Address, City Telephone number of the Hotel, Route description to the Hotel (and/or map) www.address of the hotel

- a. Date of arrival is the day before the championship.
- b. Date of departure is the day after the championship ends, so in general 3 nights.
- c. Coaches stay in the same hotel with the teams.

10. FUNDING OF THE CHAMPIONSHIP

10.1 Funding of the championship

- a. The organizers receive a sum of money, that is budgeted on previous general Assembly from FESI to organize the FESI Apprentice Championship and other FESI meetings.
- b. The FESI treasurer will pay the money to the organizers upon request by the organizers.
- c. The organizers will provide the Treasurer with the correct bank account number to which he has to pay the FESI-money.
- d. The organizers are free to allocate the money.
- e. The participation of members of the jury and competitors in the gala dinner is free of charge (the coaches and other visitors have to pay).
- f. An extra fee of 600 Euro per competing team should be paid by the member association.
- g. The hotel costs for the apprentices and the coach are to be fully paid by the participating member association.
- h. Associations proven to be unable to pay the fees for the competition may apply for financial assistance to FESI.

10.2 Other possibilities of funding

- a. *Sponsoring in nature (goods, machinery, tools, (insulation) materials, printing, working benches)*
- b. *Sponsoring of the prizes for the participants*
- c. *Sponsoring of gifts for the participants.*
- d. *Sponsoring of parts of the social program.*
- e. *Sponsoring of transport facilities.*
- f. *Sponsoring of the information brochure or information package.*

Sponsors could get the opportunity to have their logo published on the website; in the information package and/or on signs at the apprentice championship itself etc. Exclusivity on sponsoring may be given by the organizers.

10.3 Costs for the organizers

- Drinks and lunches during the competition days
- Gala dinner for the competitors and the members of the jury
- *Gifts and prizes*

For the coach the FESI member associations have to pay all the costs for hotel, gala dinner etc., and an additional fee to bear the costs of the lunches, dinners, drinks at the championship area etc.

11. PRIZES FOR THE COMPETITORS

11.1 Prizes and gifts

During the York meeting (October 7th 2005) the Strategy and Budget Committee decided that there will be no prize money from FESI. The organizers are advised to get enough sponsorship for the prizes.

a. It is recommended that the organizers give out at least the following prizes:

There are three medals/prizes to win: gold, silver and bronze. The jury judges the insulation part, the cladding part, time, material, the environment cleaning and so on and the team who gets most of the points wins the first prize.

NOTE: each team can only win one prize.

NOTE: preferably all participants get a prize/gift. The organizers are advised to keep the first, second and third prize relatively small and use the available prize money to buy presents for all competitors.

b. It is recommended that the organizers try to find funding to give each competitor a lasting gift (i.e. a national souvenir)

c. It is recommended also to give a small present to the members of the jury and the coaches as well.

d. The prize money MUST be paid directly to the prize winners (on the spot). It saves the costs of transferring money internationally and it is good that every winner gets his/her money immediately.

11.2 Certificate of participation

It is recommended to produce a certificate of participation for each competitor. The design is up to the organizers (a model can be obtained by the secretary of the FESI Recruitment and Training Commission). The organizers have to carry the costs of preparing, designing, printing and sending the certificates. The certificates must be sent to the private address of the competitors or to their national associations or should be given out during the prize winning ceremony. It is advised to put each Certificate in a plastic cover to prevent it for damaging. Certificate example is given in Appendix of this document.

12. OFFICIAL PROGRAMME

The day before the competition

Arrival of participants

Meeting and welcome drink with all the participants, (the competitors, members of the jury and coaches). Introduction of the competition secretariat.

Day 1 of the competition

09.00 Leave hotel (if applicable)

09.30 Welcome competitors, members of Jury, coaches and members of the FESI Recruitment and Training Commission. Members of the jury should leave before the allocation of the working tables.

Meeting of the jury. The Jury meet to discuss grading of assessments during the championship.

09.45 Practicing with machinery, presentation of tasks, dummies and time schedule. Furthermore allocation of working tables

10.00 Start of the competition

12.30 Lunch break

13.15 Competition (continued)

16.30 End of insulation work and cleaning workspace

17.00 Assessment by jury members and evaluation of the first day

17.15 Departure of participants to hotel

Day 2 of the competition

08.30 Leave hotel (if applicable)

09.00 Start of the competition

12.30 Lunch break

13.15 Competition (continued)

15.30 End of competition and cleaning workspace

16.00 Evaluation by jury

16.10 Departure of participants to hotel

19.00 Prize award ceremony and gala dinner

Day 3 of the competition

Departure of the participants.

13. REGISTRATION TO THE CHAMPIONSHIP

13.1 Competitors

- a. Competing teams are only registered by the competition secretariat when their application forms (see annex) are received, at a minimum of a month before the competition.
- b. National associations should consider nominating a reserve competing team.

13.2 Members of the jury

- a. Each association nominates 2 member of the jury to enter FESI Championship list of jury.
- b. Members of the jury are only registered by the competition secretariat when their application forms (see annex) are received, at a minimum of 2 months before the competition.

13.3 Coaches

- a. *Some countries that prefer to send a coach to the championship are welcome to do so.*
- b. *It is recommended that the coaches stay in the same hotel as the competitors.*
- c. *The coaches may not enter the competition area.*
- d. *The coaches have to pay the costs of the hotel and the gala dinner by themselves or their organizations. An additional fee must be paid to the organizers on arrival for lunches, drinks and other meals during the championship if the coach chooses to stay during the whole competition near the competition area.*

IMPORTANT: Every time it turns out that it is very hard to get the names of the participants, members of the jury and the coaches in time. The organizers are advised to stress the importance of in time delivery of the right names. The organizers should address the FESI members as soon as possible in order to get the names in time.

13.4 Dummy / rig

The organizers are supposed to use different kind of dummies on each and every competition (sample model see next page).

Since 2016, it is the FCC technical team representative who is responsible for providing the dummies.

We anticipate tasks on two dummies for the next championships.

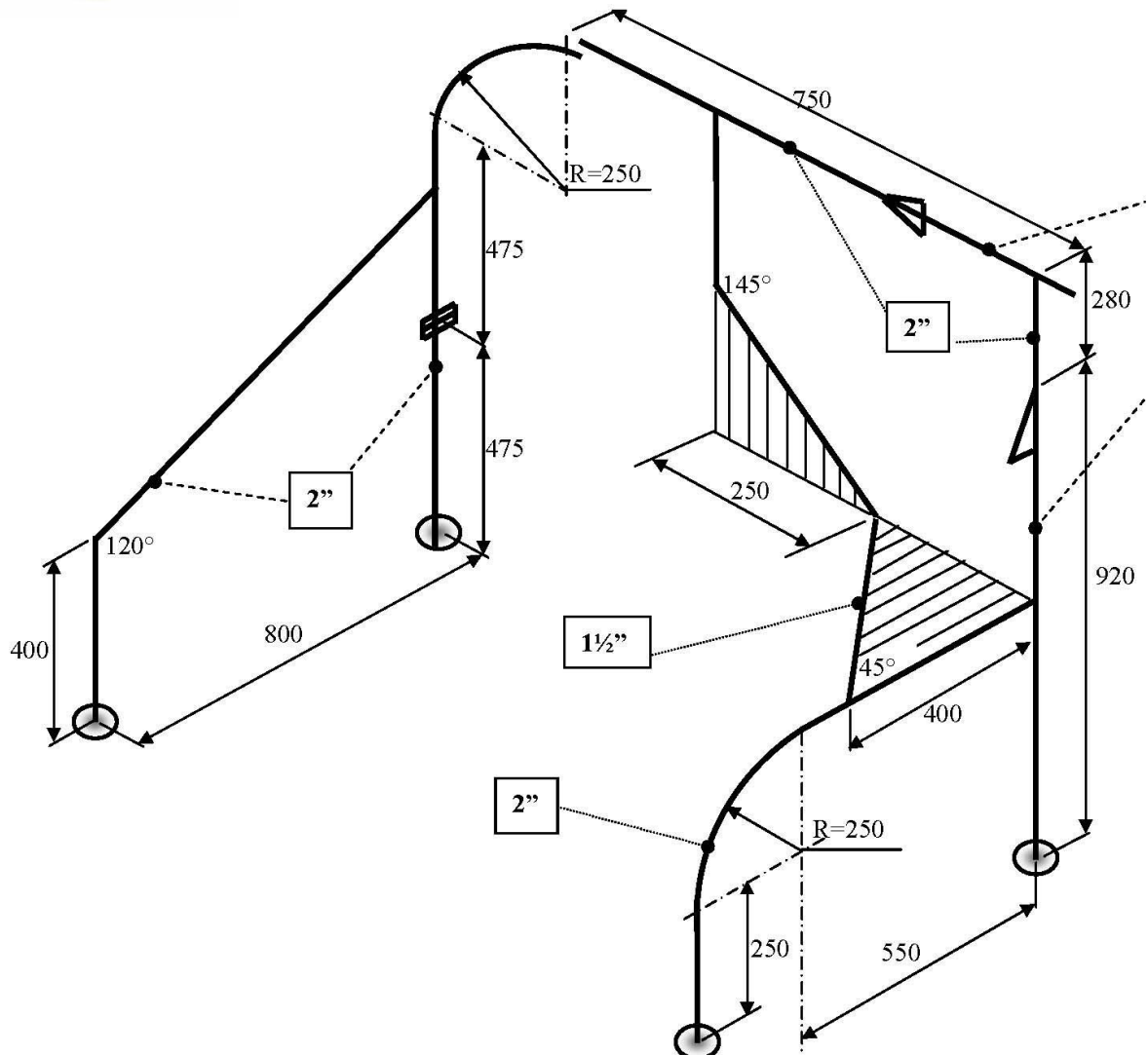
FCC will do everything to minimize the cost concerning the dummies preparation.

FESI and the organizers will pay all the costs of the transportation of the dummies (i.e. car rental, hotel for driver etc.). After the championship the dummies must be returned to the owners.

dummy / rig

FESI Apprentice

Championship



14. SAFETY PRECAUTIONS

Safety precautions in the location of the competition

14.1 Personal safety:

- a. The competitors should have to wear safety shoes and proper clothing that must be provided by the national delegations. The minimum requirement will be stated in the information brochure and/or information package. (See 5.2-g)
- b. It is recommended also to wear gloves and safety glasses, where appropriate. It is mandatory to use PPE (safety glasses, gloves, etc.) during the whole championship (where appropriate). The minimum requirement will be stated in the information brochure and/or information package.
- c. The competitors are responsible for the correct use of the machinery, tools and materials and they should treat them with care.

14.2 Evacuation plan and fire regulations

- a. The organizers should have an operational evacuation plan ready.
- b. The location of the competition must be evacuated as soon as possible in case of an emergency. The organizers must secure that this can be carried out if necessary.
- c. ALL participants (competitors, members of the jury, coaches etc.) must be informed about the evacuation plan, the fire regulations and the actions that are necessary in case of an emergency.
- d. The organizers should wear identification badges.
- e. It must be clear to whom participants should address when he or she has a problem concerning the safety precautions.

14.3 First aid

- a. The organizers must provide sufficient first aid boxes.
- b. The organizers must provide for at least two persons who are trained in first aid.

15. LEXICON

15.1 Lexicon

a. The FESI Recruitment and Training Commission has produced a new lexicon on www.fesi.eu. This lexicon was produced together with technical experts from the different participating countries. In this way a “living” and practical document can be established. This new lexicon will consist the names in the national languages of the FESI-countries.

Furthermore:

b. It is recommended to have a lexicon available for all competitors with all the (technical) terms, their explanations and the symbols that are used in the tasks.

c. It is also recommended that this lexicon is available in the language of the competitor and preferably in all the languages of the competitors.

16. USEFUL OTHER INFORMATION

Suggestions for other information that could be interesting for all participants

16.1 Useful Information:

- a. Cancellations (what is the policy of the organizers concerning cancellations)*
- b. Banking and Postal Facilities in the country where the championship is organized*
- c. Insurance: Competitors and jury members are required to have a valid accident insurance, covering their participation in the Championship.*
- d. Electricity (Voltage?)*
- e. Working site (appropriate lighting)*
- f. Climate and clothing*
- g. Regional Information*
- h. Useful addresses*

17. CHECKLIST FOR THE ORGANISERS

Please tick box if provided for

17.1 Project–team (is/are there):

- A Chairman (to be appointed by the host country)
- Technical/training experts (min. 2. persons).
- The championship secretariat (min. 1 person).
- Liaison with the FESI Training Commission representative?

Optional

- A Public Relations Commission (min. 2. persons).
- Financial Management (Budget Commission, sponsoring. Who is responsible for paying the bills?).

17.2 Location (is the following provided for?)

- Workspace competitors. Minimal 8 m² workspace pro competitors (incl. working table).
- Is extra covering of the floor needed?
- Is there a corridor where the public can walk without disturbing the working participants?
- Workspace machinery. Minimum ± 50 m² for machinery and stock of insulation materials.
- Check machinery in time
- Floor must be flat.
- Enough power outlet 380 Volt.
- Enough plug sockets 230 Volt.
- Appropriate lights above workspace and working tables.
- Sanitary facilities (Male/female).
- Catering facilities for competitors, jury and coaches.
- Parking facilities.
- Meeting facilities (separate rooms for discussions of the jury).
- First Aid.

17.3 Championship secretariat (is the following provided for?)

- Did the secretariat produce an information brochure?
- Is the secretariat officially in control of the script of the championship?
- Did the secretariat organize the Hotel(s) for competitors and jury?
- Did the secretariat provide breakfast and dinners for competitors and the jury?
- Insurance for competitors, jury, coaches and visitors.
- Is transport needed and if so, is it provided for?

- *Liaison established with the FESI Recruitment and Training Commission (dates to be reported when parts of this protocol are finished)*

17.4 Public Relation Commission

- *Did the PR Commission find sponsors (i.e. manufacturers and traders of insulation materials, machinery firms). Sponsoring through financial or material sponsorship is both possible.*
- *Contact with press and other media before the competition?*
- *Contact with press and other media during the competition?*

18. TASK DESCRIPTION PROJECT TEAM AND RESPONSIBILITIES

18.1 Technical Committee (the Shop masters, minimum 2 persons)

- a. Responsible to find the perfect location for the championship.
- b. Responsible for a total list with all the things, materials, machinery and tools which are needed for the competition.
- c. To decide upon the lists of materials required.
- d. To decide upon the different tasks that are offered to the members of the jury.
- e. To decide upon the evaluation criteria, and the maximum working time limit.
- f. Responsible for the correct instructions to the competitors.
- g. Ensure enough time for the competitors to get to know the location, the dummy, the machinery, the tools and the materials that will be used.

18.2 Championship Secretariat

- a. To support the Project team in any possible way.
- b. Runs the Day to Day business of the event.
- c. Is the focal point for the contacts with participants and teams from abroad.
- d. Is responsible for invitations.
- e. Is responsible for the registration of the competitors and jury.
- f. Is responsible for the hotel reservations (competitors and jury).
- g. Is responsible for the transport arrangements.
- h. Is responsible for producing the program.

18.3 Financial Management

- a. Is responsible for all financial matters concerning the championship.
- b. Is in control of the budget and gives acceptance or non-acceptance for expenses.

18.4 PR Committee

- a. Is the focal point for press, the media and sponsors.
- b. Is responsible for publicity before and during the championship.

18.5 FESI Championship Committee representative

- a. Is the contact person from the Project team for questions related to the organization from the point of view of the FESI Recruitment and Training Committee.
- b. He/she reports back to the FESI Recruitment and Training Committee.

19. DISCLAIMER

The information contained in this document is considered by us to be good practice and industry guidance (Guidance). The Guidance is provided by a commission of FESI (www.fesi.eu), and is considered to be correct at the date of publication. Whilst we are confident the information contained within it is up to date and accurate, it is a reference document only. It is your responsibility to ensure your knowledge of the matters discussed in the Guidance is kept up to date.

The Guidance is intended to be used for general purposes only and is not intended to take precedence over appropriate national and international standards, guidelines or laws (where applicable). The Guidance is not intended to replace detailed calculations and assessments of prevailing physical conditions in complicated building assignments.

The Guidance does not constitute professional advice and specific queries should be referred to qualified professionals. Any reliance placed on the Guidance without seeking such advice is strictly at your own risk. We make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability or suitability of the Guidance.

The Guidance in its original form is written in English. We accept no responsibility for any inaccuracies contained in any translation of the Guidance in languages other than English.

The Guidance is provided free of charge and as such in no event will we be liable for any loss or damage including, without limitation, indirect or consequential loss or damage, or any loss or damage whatsoever arising from any reliance placed on the Guidance. None of these exclusions or limitations, however, are intended to limit any rights which may not be excluded, nor to exclude or limit liability to you for death or personal injury resulting from our negligence or for other liability which we cannot exclude or limit by law.

20. APPENDIXES

- **Registration Form Apprentices**
- **Registration Form Judges**
- **Certificate Example**