



IAF AUTOMOTIVE AWARDS | FIRST EDITION

OPERATIONS MANUAL

Step-by-step administration, jury evaluation, evidence verification, decisions, appeals and post-award control.

PREPARED FOR IAF ADOPTION

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Nine award categories
Evidence-based evaluation and independent decisions
English master text

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Document control

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Purpose and use

Step-by-step administration, jury evaluation, evidence verification, decisions, appeals and post-award control.

This document forms part of one consistent five-document programme set. It does not itself announce a live season, appoint a jury or confer an award. The Standard states the programme requirements; the annual notice supplies approved dates and channels.

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Operating model and accountability

This manual operationalizes the Standard through 16 procedures and 80 numbered steps. The programme owner shall assign named people and substitutes to every role before launch. The same individual may hold compatible administrative roles, but scoring, independent confirmation and appeal duties shall remain separated for the same case.

Role	Responsibility and limit
Programme Owner	Owns scope, resources, release control and season review; does not overwrite merit scores.
Secretariat	Registers entries, manages deadlines and case records, coordinates communications and calculates results.
Impartiality Officer	Screens interests, decides recusals, monitors influence and assigns independent investigations.
Jury Chair / facilitator	Calibrates and moderates method; has no extra merit vote or authority to edit others' scores.
Preliminary Jury	Three independent jurors per entry; complete criterion ratings and reasons.
Final Jury	Same five unconflicted jurors across a category cohort; fresh independent assessment.
Verification Lead	Plans risk-based checks, validates evidence tiers and controls the final dossier.
Decision Committee	Three independent members; all present, majority confirmation; remands defects without choosing favorites.
Appeals Panel	Three independent members with no earlier case role; all present, majority determination.
Privacy / Records Lead	Owns data access, notices, retention, secure handling and incident coordination.
Communications Lead	Publishes only approved claims, artwork and current recognition status.
Applicant / Recipient	Provides authorized truthful evidence, answers questions, observes conduct and reports material changes.

Case states and controlled transitions

State	Entry condition	Permitted next action
Received	Time-stamped submission exists.	Completeness check; correction; withdrawal.
Eligible	Authority, scope, category and admission gates passed.	Preliminary independent scoring.
Shortlisted	Preliminary threshold met; capacity rule applied if announced.	Verification and factual clarification; no award mark.
Verified for final review	Material findings closed; dossier frozen; common panel cleared.	Fresh final scoring.
Recognized finalist	Final threshold and control gates passed.	Private notification, appeal opportunity, publication authorization.
Winner-eligible	Winner score and evidence gates passed.	Rank and tie resolution; independent confirmation.
Confirmed winner	Highest qualifying result confirmed independently.	Private notice; appeal; authorized publication.
On hold / under review	A material issue prevents progression or questions an outcome.	Independent investigation, response, release or adverse decision.
Ineligible / not selected / withdrawn	Reasoned case closure or applicant withdrawal.	Appeal where applicable; retain traceable records.
Suspended / award withdrawn	A reasoned post-award protective or final decision exists.	Correct public status and mark use; appeal or reinstatement as applicable.

State controls

Preserve every transition with actor, date, reason and evidence version. An entry may fail finalist gates after being shortlisted. Winner-eligible is not a public award. A pending appeal that could affect the winner blocks publication of that result until resolved. Administrative states do not replace score and evidence records.

Time rules and escalation

Action	Service rule
Receipt / appeal / complaint acknowledgment	Within 3 business days.
Administrative correction	Normally one common 5-business-day window.
Eligibility review	Target 10 business days after completeness.
Factual verification response	5 business days.
Private decision before announcement	Allow at least the 10-business-day appeal window and resolve material appeals first.
Appeal submission	Within 10 business days of reasoned notice.
Appeal determination	Target 20 business days after the complete file; explain delay and give a new date.
Misuse correction confirmation	Within 5 business days of notice.
Adverse award-status response	Normally 10 business days; urgent interim protection may be earlier.
Recipient material-event report	Within 5 business days of awareness; immediate contact for urgent serious harm.
Decision record retention	5 years after final season outcome, subject to documented overriding duties or holds.
Post-award sampling	Risk-based monitoring during the first 12 months; receive later material reports.
Season review	Target within 60 business days after final season closure.

A business day follows the closure calendar published in the Season Notice. Record all deadlines in UTC. These are programme rules or service targets, not statements of universal legal time limits. If a target cannot be met, the responsible owner shall notify the reason and revised date; an applicant's fair response opportunity shall not disappear through administrative delay.

P01 Authorize and launch the annual season

Owner: Programme Owner; approval by IAF governing authority

Trigger: Before the call for entries | Standard linkage: AWA-01; AWA-02; AWA-18

P01.1 Action 1

Prepare the Season Notice with the annual identifier, precise UTC deadlines, evidence cutoff, eligible periods, available categories, authorized submission and enquiry channels, privacy contact and public announcement plan. Include the actual business-day calendar and any shortlist capacity cap; do not invent dates on category pages.

P01.2 Action 2

Appoint the Secretariat, impartiality officer, category panels, verification lead, three-person Decision Committee, three-person Appeals Panel and privacy/records lead. Check that decision and appeal independence can survive recusals; appoint alternates before accepting entries.

P01.3 Action 3

Check the complete five-document set against the same edition. Reconcile category names, weights, eligibility, forms, rubric, deadlines and communication rules across all programme pages. Resolve legacy names and conflicting seasonal timelines before publication.

P01.4 Action 4

Run a synthetic submission, conflict, scoring, verification and appeal exercise. Confirm that all records can be reconstructed and that an outage can be recovered without losing timestamps or forms. Test accessibility and the confidential evidence route.

P01.5 Action 5

Obtain a dated launch resolution, record the effective version and publish the Season Notice. Archive the approved public pages. A failed launch gate prevents opening; commercial or ceremony commitments do not waive it.

Required output and closure

Approved Season Notice; appointments; release matrix; launch authorization

Time and escalation: Complete before opening. Record a named owner for every unresolved launch action.

P02 Receive, register and protect an entry

Owner: Secretariat

Trigger: Each new submission | Standard linkage: AWA-03; AWA-07; AWA-17

P02.1 Action 1

Assign an entry reference such as AWA-2027-IT-0001. The example year is illustrative. Record received UTC time, channel, file list, applicant, category and current state. Never silently merge multiple achievements or overwrite a prior submission.

P02.2 Action 2

Scan attachments through the approved process, restrict access and preserve original files. Separate the public summary, ordinary confidential evidence and highly restricted personal or technical records. Store large evidence through the approved access route rather than embedding it in a public form.

P02.3 Action 3

Check that common application pages, one category module, evidence index and signed authority are present. Do not judge merit during the administrative completeness check. Flag personal data that can be redacted without losing evidential value.

P02.4 Action 4

Acknowledge within three business days. Identify omissions in one consolidated notice and provide the common five-business-day correction window. Record both the applicant deadline and internal owner. A new post-cutoff achievement is not an administrative correction.

P02.5 Action 5

Freeze the accepted submission manifest and send the applicant the registered scope and reference. Advance to eligibility review or close as incomplete with reasons, retained history and the applicable appeal information.

Required output and closure

Receipt register; classified files; completeness notice; frozen manifest

Time and escalation: Acknowledge within 3 business days; normal correction window 5 business days.

P03 Screen eligibility, category fit and duplication

Owner: Secretariat; independent eligibility reviewer

Trigger: Complete entry received | Standard linkage: AWA-03; AWA-04

P03.1 Action 1

Verify the submitting person's authority, recipient identity, joint contributor permissions and automotive connection. For lifetime entries verify individual consent and at least 20 years of relevant service; do not request a birth date to establish career length.

P03.2 Action 2

Check the selected category's maturity, age and measurement-period requirements. Confirm dates against the frozen cutoff. For start-ups, examine continuity through predecessor entities; for supplier and quality leadership entries require the stated 12-month operating history.

P03.3 Action 3

Map the achievement against other entries from the same applicant and known joint partners. Ask for distinct boundaries where evidence overlaps. Shared source evidence is acceptable only if attributed; duplicate recognition of the same achievement across categories is not.

P03.4 Action 4

If another category fits better, explain the proposed transfer and obtain written consent before scoring. Re-check eligibility using the receiving category's rules. If the applicant declines, assess the originally selected category without manufacturing a special award.

P03.5 Action 5

Record accepted, clarification required, ineligible, withdrawn or held status with reasons. An independent reviewer checks adverse eligibility decisions and consistency with similar cases before notification. Provide the appeal route.

Required output and closure

Eligibility record; category mapping; duplicate check; consent; screening decision

Time and escalation: Complete within 10 business days after administrative completeness where practicable.

P04 Triage concerns and manage an integrity hold

Owner: Impartiality Officer; competent independent investigator

Trigger: Disclosure or credible concern | Standard linkage: AWA-04; AWA-06; AWA-15

P04.1 Action 1

Record the source, allegation, affected scope, supporting information and urgency without assuming the allegation is true. Restrict identity information. Determine whether immediate protection of people, evidence or the review process is needed.

P04.2 Action 2

Place the affected case or process on a proportionate hold when credible material risk cannot be excluded. Preserve the evidence and identify an investigator who has no role or interest in the disputed activity. Explain the interim nature of the hold.

P04.3 Action 3

Notify the applicant of the material concerns and evidence that can lawfully be shared. Seek a response, clarification and remedy record. Protect whistleblowers, confidential sources and vulnerable people while providing a meaningful opportunity to answer.

P04.4 Action 4

Assess relevance, reliability, current residual risk and consistency with comparable cases. Separate historic incidents with effective remedy from ongoing severe harm or deception. A score or reputation shall not be used to dismiss a material finding.

P04.5 Action 5

Recommend release, continued hold, ineligibility or post-award action to the authorized independent decision function. Record reasons, communication, response time and appeal rights. Review continued holds regularly so that they do not become indefinite exclusion without decision.

Required output and closure

Concern register; hold notice; investigation file; independent decision

Time and escalation: Urgent triage immediately; routine acknowledgment within 3 business days; reasoned timetable within 5.

P05 Appoint jurors and resolve conflicts

Owner: Impartiality Officer; Programme Owner

Trigger: Before assignment and upon every new conflict | Standard linkage: AWA-05; AWA-06

P05.1 Action 1

Review candidate competence against category content, evidence analysis and relevant human or environmental risks. Identify coverage gaps and appropriate alternative members. Collect a confidentiality agreement and complete relationship disclosure before access.

P05.2 Action 2

Screen current and preceding three-year relationships, parent groups, material competitors, close personal ties, ownership and expected future interests. Ask targeted follow-up questions. A generic declaration of impartiality does not replace entry-specific screening.

P05.3 Action 3

Decide and document recusal scope independently. Remove file, meeting and scoring access. If the relationship could distort comparison across competitors, recuse from the category rather than only one entry. Notify the substitute of the complete role requirements.

P05.4 Action 4

Assign three preliminary jurors per entry. Before final review establish the same five conflict-free jurors for the entire category finalist cohort. If one must be replaced, the replacement scores every cohort entry; retain earlier work as superseded.

P05.5 Action 5

Reconfirm declarations before moderation, final scoring and confirmation. Record newly discovered interests and any affected prior access. Investigate whether earlier participation requires rescoring or other remedy before the process resumes.

Required output and closure

Competence matrix; disclosures; recusal register; access history; assignment roster

Time and escalation: No access until cleared; reassess conflicts at every decision stage.

P06 Calibrate panels and control review tools

Owner: Jury Chair; Verification Lead

Trigger: Before preliminary and final review | Standard linkage: AWA-08; AWA-11; AWA-12

P06.1 Action 1

Issue the exact category schedule, evidence tiers, performance anchors, formula and gate rules. Explain the difference between a common-control result and a weighted merit score. Demonstrate that a high performance claim remains limited by weak evidence.

P06.2 Action 2

Use two synthetic cases with different maturity, scale and evidence quality. Each juror scores privately, records reasons and calculates the total before discussion. Include at least one apparently impressive entry that fails an integrity gate.

P06.3 Action 3

Compare ratings and identify interpretation differences, especially at the 2/3 and 4/5 boundaries. Resolve method errors with the written rules. Do not instruct jurors to produce a desired number of winners or mimic a preferred score distribution.

P06.4 Action 4

Test the scoring tool with missing jurors, incorrect weights, excessive evidence caps, ties and unavailable data. Require an independent recalculation of worked examples. Keep calculations transparent enough to reproduce without proprietary software.

P06.5 Action 5

Authorize the panel to proceed only after the chair and independent reviewer confirm competence, rule understanding and functioning records. Store the calibration and tool version. Refresh calibration after a material panel replacement without discussing live competitors unfairly.

Required output and closure

Calibration results; method corrections; tool checks; panel readiness sign-off

Time and escalation: Complete before any live score is released to peers.

P07 Validate claims and assign evidence strength

Owner: Verification Lead; category specialist

Trigger: Eligible entry before scoring; refresh before final review | Standard linkage: AWA-08; AWA-09; AWA-10

P07.1 Action 1

Build the claim register from the application: claim, criterion, result type, unit, baseline, current value, period, population, source, version and limitation. Identify claims that could decide eligibility or materially change ranking.

P07.2 Action 2

Reconcile calculations to source samples and declared denominators. Check exclusions, missing records, changes in exposure, seasonality and double counting. For qualitative outcomes review recruitment, coding, negative cases and independent corroboration rather than inventing a numerical certainty.

P07.3 Action 3

Challenge adverse and contradictory evidence. Distinguish internal repeatability from independent verification. Assess the competence and interests of corroborating sources; paid fixed-scope verification can be independent if the relationship and method withstand review.

P07.4 Action 4

Assign an E0-E4 tier to each complete criterion, explaining the weakest material claim that limits reliance. Give jurors the tier and cap. Where a criterion includes several claims, an excellent minor claim shall not conceal weak decisive evidence.

P07.5 Action 5

Record unresolved questions and the verification actions needed to raise confidence. Evidence tiers may improve only when the new controlled record justifies it. Preserve previous tiers and reasons; never raise a tier simply to allow a desired score.

Required output and closure

Claim register; reconciled source samples; tier and cap matrix; limitations

Time and escalation: Complete evidence-tier review before the relevant scoring round.

P08 Conduct preliminary scoring and shortlisting

Owner: Three category jurors; Secretariat

Trigger: Eligible, integrity-cleared entry | Standard linkage: AWA-11; AWA-12

P08.1 Action 1

Provide the same frozen dossier version and clarification log to assigned jurors. Each juror scores all five criteria independently from 0 to 5 using the published performance anchors and evidence caps, with a specific reason and source reference for each rating.

P08.2 Action 2

Validate complete score sheets and unconflicted quorum before aggregation. Compute the median for each criterion and S as the sum of weight multiplied by median divided by five. Reject missing values, excessive caps, changed weights and incorrect category mapping.

P08.3 Action 3

Flag a criterion range of at least three points or an individual-total range exceeding 15 points for moderation. Discuss evidence and interpretation; retain first scores. Each juror decides whether to revise their own ratings and records the reason.

P08.4 Action 4

Apply the shortlist gate: S at least 70, each median at least 2 and all admission gates passed. Rank only within category if a capacity cap was prepublished; include all entries tied on total at the boundary. A shortlist is an internal review stage, not recognized finalist status.

P08.5 Action 5

Notify applicants of progression or the reasoned preliminary outcome. Issue a verification plan to shortlisted entries and retain the score matrix. Do not average preliminary scores into final scores or promise recognition before final gates are met.

Required output and closure

Independent score sheets; spread check; shortlist calculation; notices

Time and escalation: Complete within the season review window; notify promptly after authorized shortlist release.

P09 Verify shortlisted achievements

Owner: Verification Lead; unconflicted specialists

Trigger: Shortlist approved | Standard linkage: AWA-13; AWA-17

P09.1 Action 1

Create a plan covering every material claim and all unresolved gates. Select deeper samples based on decisiveness, safety significance, novelty, inconsistency and data risk. State sample limitations; a convenient single favorable case is not representative evidence.

P09.2 Action 2

Agree evidence access, interviews and safe demonstration arrangements with the applicant. Protect confidential designs and personal records through controlled viewing, redaction or competent on-site checking. Explain separately any cost requiring prior acceptance; provide equivalent alternatives where feasible.

P09.3 Action 3

Authenticate sources with authorized owners or independent corroborators. Witness selected calculations or tests and inspect adverse cases. Record who observed what, the configuration, dates, limits and any discrepancy. Do not require unsafe tests or unrelated disclosure.

P09.4 Action 4

Issue the factual-finding summary and allow five business days for correction of errors or identification of existing evidence. Verify each response and update tiers and limitations. The applicant may challenge facts but does not negotiate the panel's merit ratings.

P09.5 Action 5

Close each material finding or retain the hold. Freeze the final verified dossier with a claim-to-evidence map and issue it to the full final panel. Recognized outcomes cannot proceed with pending material checks or unresolved applicable nonconformities.

Required output and closure

Verification plan; observed records; findings; responses; final dossier

Time and escalation: Normal factual-response window: 5 business days.

P10 Hold fair presentations and final scoring

Owner: Five-person Final Jury; non-voting facilitator

Trigger: Final verified dossiers issued | Standard linkage: AWA-11; AWA-12; AWA-13

P10.1 Action 1

Use the same presentation duration, question themes and clarification opportunity for every finalist in a category. Offer accessibility and time-zone arrangements. Presentations may explain existing evidence; they cannot introduce a new post-cutoff achievement or earn points for theatrical quality.

P10.2 Action 2

Reconfirm the five-person common panel and absence of conflicts across the cohort. Record attendance, technical failures and any remedy. If a juror cannot complete every entry, arrange a replacement for the complete cohort before comparison.

P10.3 Action 3

Collect fresh independent five-criterion score sheets from the final dossier. Keep preliminary scores outside the final calculation. Validate evidence caps, reasons, completeness and person identities before showing any comparative result.

P10.4 Action 4

Conduct documented moderation only where evidence or spread requires it. Retain original scores and justified individual changes. Recompute criterion medians and the weighted total from final authorized values; a facilitator does not edit juror scores.

P10.5 Action 5

Apply recognized-finalist and winner gates, rank eligible entries and flag ties. Prepare a decision pack containing all limits and dissenting factual concerns. A high total with a failed minimum, weak decisive evidence or unresolved control is not eligible for recognition.

Required output and closure

Presentation log; final score matrix; gates; ranking; decision pack

Time and escalation: Finish before the private decision-notification milestone.

P11 Resolve ties and confirm awards

Owner: Decision Committee; fresh tie panel if required

Trigger: Validated final ranking | Standard linkage: AWA-12; AWA-14

P11.1 Action 1

Identify totals within 0.5 points. Use unrounded means of individual final juror ratings on the first category tie-priority criterion, then the second. Preserve both the median-based total and the separate mean-based tie comparison; do not confuse them.

P11.2 Action 2

If still equal, appoint three new unconflicted jurors to rescore every tied entry on the same frozen evidence and five-criterion rubric. This is the specific tie-panel exception to the normal five-person final panel. Reapply the same evidence caps, gates and priority order.

P11.3 Action 3

If a tie remains after that complete process, record no single winner. Do not introduce co-winners, a chair casting vote or an unannounced special prize. If no candidate meets winner gates, record no award regardless of sponsor expectations or event arrangements.

P11.4 Action 4

With all three members present, the Decision Committee independently checks authority, scope, conflicts, dossier, gates, formula and award wording. At least two members must agree to confirmation. It may remand a defective process but cannot change a valid merit result.

P11.5 Action 5

Authorize exact recipient, category, season, achievement, limitations and record identifier. Prepare private notices with scores, reasons and appeal deadline. Keep the result embargoed until the appeal window and any material review affecting it are resolved.

Required output and closure

Tie record; independent recalculation; committee minutes; controlled outcome notice

Time and escalation: Private notification shall precede announcement by at least the 10-business-day appeal window.

P12 Handle appeals and complaints

Owner: Independent Appeals Panel; complaints investigator

Trigger: Appeal or complaint received | Standard linkage: AWA-15

P12.1 Action 1

Register receipt, decision-notification date, grounds, requested remedy and supporting material. Acknowledge within three business days. An appeal must normally arrive within 10 business days; document any exceptional accessibility or notice failure that prevented a fair opportunity.

P12.2 Action 2

Check admissible grounds without prejudging merits: procedure, conflict, material factual mistake or incorrect rule application. A score preference alone is not a ground. Route complaints about conduct or data separately; relevant integrity findings may require an award hold.

P12.3 Action 3

Appoint three unconflicted appeal members with no earlier case role. Give them the full traceable record, the appellant's submission and a proportionate response from those responsible for the process. Protect competitors' confidential evidence.

P12.4 Action 4

Reach a reasoned determination with all three present and at least two agreeing. Uphold the result, correct a procedural defect or order a fresh independent assessment of the affected scope. The panel shall not simply select a preferred winner.

P12.5 Action 5

Notify reasons, remedy, implementation owner and timing. Aim to decide within 20 business days after the complete appeal file; explain any delay with a new date. Verify the remedy and update affected public records. Record the programme learning without retaliation.

Required output and closure

Appeal/complaint register; independent roster; determination; implemented remedy

Time and escalation: Appeal: 10 business days; acknowledgment: 3; decision target: 20 after complete file.

P13 Publish recognition and control award identity

Owner: Communications Lead; Decision Committee authorization

Trigger: Confirmed outcomes after appeal handling | Standard linkage: AWA-14; AWA-16

P13.1 Action 1

Confirm that the appeal period has expired and any material pending appeal or hold affecting the result is resolved. Check recipient identity, spelling, contributor attribution, category, season and bounded achievement against the signed decision.

P13.2 Action 2

Prepare a concise rationale supported by cleared evidence and approved public content. Include prototype or pilot limits where relevant. Remove confidential results, identifying beneficiary details and unsupported superlatives. Do not imply legal approval or a continuing safety guarantee.

P13.3 Action 3

Issue the controlled award identity and written licence stating scope, permitted uses, year, approved artwork and misuse consequences. Distinguish winner and recognized-finalist identities. A shortlisted entry without final recognition receives no award mark.

P13.4 Action 4

Publish a record identifier, current status and correction contact through the IAF-authorized channel. Record the publication time and archive the released material. A verifiable record identifier may be encoded for access, but it does not add certification status.

P13.5 Action 5

Explain any no-award category honestly. Keep ceremony, sponsorship and media arrangements separate from the merit record. Recipients may decline attendance or commercial participation without losing a properly confirmed award.

Required output and closure

Approved public record; artwork and licence; publication archive

Time and escalation: Publish only after private notice, appeal opportunity and authorization.

P14 Monitor material events, misuse and withdrawal

Owner: Programme Owner; independent Decision Committee

Trigger: New information or reported misuse | Standard linkage: AWA-15; AWA-16; AWA-18

P14.1 Action 1

Monitor a documented risk-based sample of public uses during the first 12 months and receive later material reports. Register scope drift, misleading claims, new evidence of fabrication and facts potentially invalidating the original decision.

P14.2 Action 2

For ordinary wording misuse, issue a correction request with five business days for confirmation. For credible serious risk or decision-invalidating information, consider a proportionate interim suspension and preserve evidence; do not treat the allegation as a final finding.

P14.3 Action 3

Give the recipient the material reasons and normally 10 business days to respond. Investigate independently, distinguishing historic achievement from subsequent unrelated business changes. Assess whether the original award basis or current public claim is affected.

P14.4 Action 4

Confirm correction, reinstate, suspend or withdraw through a reasoned independent decision and appeal opportunity. Require the affected mark use to stop when suspended or withdrawn. Keep the dated public history and explanation proportionate to verified facts.

P14.5 Action 5

Assess whether the issue reveals a systemic programme weakness. Extend review to other entries only where the same defect may materially affect them. Record remedies, responsible owners and future prevention.

Required output and closure

Monitoring log; notices; response; investigation; status and licence updates

Time and escalation: Correction response: 5 business days; normal adverse-decision response: 10.

P15 Protect information and recover from incidents

Owner: Privacy/Records Lead; technical incident lead

Trigger: Throughout the season and retention period | Standard linkage: AWA-17

P15.1 Action 1

Maintain a data inventory linking every field and evidence type to purpose, access role, retention and approved transfer method. Publish a usable contact route for rights and concerns. Keep optional publicity permission separate from necessary award administration.

P15.2 Action 2

Use individual accounts, controlled sharing, logging and tested backups. Review juror access at appointment, recusal and completion. Do not place confidential entries in unapproved public tools or reuse them for model training. Human reviewers remain accountable for decisions.

P15.3 Action 3

On suspected loss, leakage or score corruption, contain the issue, preserve logs, notify the responsible lead and assess affected people and decisions. Make notifications required by applicable obligations without delay; do not invent a universal legal deadline.

P15.4 Action 4

Restore validated records, reconcile submission times and score versions and independently verify affected calculations. If the entry channel failed, publish an equal remedy for the affected population. Avoid selective deadline extensions based on private relationships.

P15.5 Action 5

Apply the five-year decision-record schedule, lawful holds and earlier deletion of unnecessary raw data. Verify deletion and recipient access closure. Preserve only justified historic award information; explain any retention variation in the Season Notice.

Required output and closure

Data and access inventory; incident log; recovery reconciliation; retention and deletion record

Time and escalation: Incident triage without delay; service and legal deadlines recorded per case.

P16 Audit the season and improve the programme

Owner: Programme Owner; independent reviewer

Trigger: After results and major appeal closure | Standard linkage: AWA-18

P16.1 Action 1

Compare delivered activity with the launch plan: entry completeness, screening delays, category coverage, juror recusals, scoring spread, verification findings, appeals and communication corrections. Examine causes rather than judging success by the number of winners.

P16.2 Action 2

Check a risk-based sample of complete case trails from application to public record. Recalculate scores and confirm evidence caps, threshold gates and independent confirmation. Include a no-award, an adverse decision and an exception where available.

P16.3 Action 3

Review access and fairness using proportionate aggregate information. Look for unexplained differences associated with entrant size, region, language, maturity or presentation access. Investigate bias without imposing artificial outcome quotas.

P16.4 Action 4

Consult entrants, jurors and affected stakeholders on clarity and practicality. Record proposed changes with a reason, owner and target season. Test material rubric changes on synthetic cases, including future technologies and small-enterprise submissions.

P16.5 Action 5

Publish an aggregate season report and approve corrective actions. Archive the governing edition and finalize the next-season change plan before reopening. No future revision shall silently redefine a historic award.

Required output and closure

Annual assurance report; recalculation sample; fairness review; improvement register

Time and escalation: Complete within 60 business days of final season closure where practicable.

Controlled register specifications

The registers below are minimum operational records, not an instruction to create a live system. The application and checklist provide writable case templates. A controlled repository may implement the registers provided access, version history and export are preserved.

ID / record	Minimum retained fields
R01 Season and release register	Edition, effective approval, season, UTC milestones, authorized channels, changed pages, owner.
R02 Entry and manifest register	Reference, receipt time, applicant, category, scope, files, versions, fingerprints, state history.
R03 Eligibility and integrity record	Authority, periods, maturity, duplicate check, disclosures, findings, hold/release and reasons.
R04 Competence and conflict register	Person, role, competence, relationships, screening, recusal, access changes, substitute.
R05 Claim and evidence register	Claim, criterion, result type, method, baseline, result, source, limitation, tier and cap.
R06 Juror scoring record	Entry, round, juror, all five ratings, evidence references, independent timestamp, revision reasons.
R07 Verification and clarification log	Question or finding, source, date, response due, response, method, closure, dossier version.
R08 Decision and tie record	Roster, medians, weights, unrounded totals, thresholds, ties, authorization and exact scope.
R09 Appeal and complaint register	Receipt, grounds, independence, evidence, determination, remedy, deadlines and notices.
R10 Award identity and monitoring register	Record ID, recipient, category, year, approved claim, licence, public status, misuse and events.
R11 Information and incident register	Purpose, access, retention, approved tools, incident, restoration, notices and deletion.
R12 Season learning register	Assurance sample, fairness checks, aggregate results, stakeholder feedback, improvement owner and due date.

Decision pack and release checklist

The Secretariat shall assemble these items before the independent Decision Committee meets. Each file or register extract shall identify entry, version and responsible author.

Pack component	Required review
Authority and roster	Effective season, appointments, competence, conflicts and final common-panel completeness.
Entry baseline	Recipient, category, scope, maturity, authorization, dates, contributors and frozen manifest.
Integrity and applicability	All admission gates, relevant disclosures, operator assessment reference and closed common controls.
Verified claims	Final dossier, all five evidence tiers, decisive claim checks, negative evidence and closed findings.
Final scoring	Five jurors, all criteria, capped ratings, medians, weights, unrounded total, moderation and revision trail.
Outcome gates	Finalist and winner minimums, ranking, tie procedure and no-award analysis.
Communication and remedies	Exact wording, licence, private notice, appeal deadline, proposed publication and current status.

Decision record fields

Record the three members present, their independence, the two-or-more agreement outcome, dissent and reasons, final authorized wording, any remand, approval time and record identifier. Confirmation is a compliance decision over a defensible process; it is not a new popularity vote.

Worked control cases

Case A - Strong score, weak evidence

An innovation entry receives proposed ratings 5,4,4,4,4 with weights 30,25,20,15,10. Criterion 1 is supported only at E2, so its maximum is 3. The valid total is 74, not 86. It may satisfy a preliminary shortlist threshold if all other conditions hold, but cannot receive finalist recognition on this final dossier. Verify the evidence or record the lower outcome; do not raise the evidence tier to fit the proposed prize.

Case B - A late final-juror conflict

One of five final jurors discloses recent consultancy to an entrant. Remove access, review the scope of conflict and replace the juror. The replacement scores every finalist in that category from the same dossier version. Recompute medians and ties. Do not substitute a zero for the conflicted score or compare four-juror medians with five-juror medians.

Case C - A safety concern after notification

A credible report identifies concealed failures in the winning achievement. Hold publication or consider interim suspension if already public. Preserve records, appoint independent review and give a meaningful response opportunity. Decide on verified relevance to the award basis, not the fact that a ceremony is scheduled. Update the public state and allow appeal if an adverse final decision follows.

Case D - An unresolved tie

Two eligible entries remain tied after total, first priority and second priority comparisons. Three new independent jurors rescore both dossiers. If the full repeated procedure still produces a tie, record no single winner. The published rules do not permit a chair vote or an improvised co-winner title.

First-season implementation and website alignment

The first season shall be authorized prospectively. The public programme name is IAF Automotive Awards. The Standard consolidates one calendar and one independent scoring method across all categories. Existing pages with different ceremony months or alternative voting rules must be reconciled before entries open.

Release tasks

Task	Acceptance evidence
Governance	Dated adoption, named roles and substitutes, conflict and appeal independence.
Website and application	Single authoritative Season Notice; exact nine categories; one-category rule; consistent eligibility; authorized individual lifetime submissions.
Supplier coverage	Scope expressly includes all automotive supply tiers, aftermarket and service providers that satisfy the evidence/history rule.
Public criteria	Five weighted criteria per category, evidence caps, recognition gates and tie/no-award rules published before opening.
Operational trial	Synthetic entry, denial, conflict, evidence cap, tie, appeal, outage and publication correction exercised.
Information safeguards	Live contact route, privacy notice, controlled evidence access, retention and deletion arrangements.
Approval to open	No unresolved critical launch finding; recorded governing authorization and archived public release.

Future programme development

Use the season review to improve clarity and coverage of emerging technologies, affordability, climate resilience and workforce transition. New categories or award distinctions require a prospective controlled revision; they shall not be introduced to accommodate a favored live applicant.