

The National Quality Awards Programme



The National Quality Awards (NQA) Programme Self-Assessment checklist is to be filled out by all participants of the NQA. This checklist contains all the areas to be assessed by the Bureau of Standards Jamaica in evaluating your company for the NQA; it plays a pivotal role in the NQA process.

Self -
Assessment
Checklist –
Agriculture
Sector

Contact Information

Company Name*: _____

Management representative#: _____

Phone Number: _____ Email: _____

* State the company name as you wish it to appear on promotional materials which may include advertisements, trophies, and certificates.

State Name and Position

Guidance on Completing this Form

To continue the process, please review this document in full before completing it. In the table below please indicate the names of the persons responsible for the respective NQA focus areas.

Table 1

| NQA Focus Area | Persons Responsible | Position |
|-----------------------------|---------------------|----------|
| Organizational Focus | | |
| | | |
| | | |
| | | |
| Human Resource Focus | | |
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| | | |
| Process Management | | |
| | | |
| | | |
| | | |
| Customer Focus | | |
| | | |
| | | |
| | | |
| Business Results | | |
| | | |
| | | |
| | | |

| Focus Areas Agricultural Sector | Policy | | | | | |
|---|---------|----|------------|----|-------------|----|
| | Present | | Documented | | Implemented | |
| | Yes | No | Yes | No | Yes | No |
| 1.0 Organizational Focus | | | | | | |
| 1.1 Vision for the Business | | | | | | |
| 1.2 Compliance to regulatory standards and statutory requirements | | | | | | |
| 1.3 Leadership | | | | | | |
| 1.3.1 Management commitment to quality | | | | | | |
| 1.3.2 Continual improvement (Feedback on accomplishments/failures) | | | | | | |
| 2.0 Human Resource Focus | | | | | | |
| 2.1 Work System | | | | | | |
| 2.1.1 Hiring and recruiting procedure and criteria | | | | | | |
| 2.2 Employee Development | | | | | | |
| 2.2.1 Training Programme (Employee training) | | | | | | |
| 2.3 Employee Well-Being And Satisfaction | | | | | | |
| 2.3.1 Plan/Procedure for the provision of recreation and cultural activities | | | | | | |
| 2.3.2 Monitoring of turnover rate | | | | | | |
| 3.0 Process Management | | | | | | |
| 3.1 Process Flow | | | | | | |
| 3.1.1 Farm Location and Layout (Outlined routes for process flow/service delivery) | | | | | | |
| 3.1.2 Identification of critical processes to the farm | | | | | | |
| 3.2 Use Of Standards | | | | | | |
| 3.2.1 International and local standards (What standards are applicable, keeping track of changes and updates) | | | | | | |

| Focus Areas Agricultural Sector | Policy | | | | | |
|------------------------------------|---------|----|------------|----|-------------|----|
| | Present | | Documented | | Implemented | |
| | Yes | No | Yes | No | Yes | No |

| 3.3 Food Safety Management (Good Agricultural Practices) | | | | | | |
|--|---|--|--|--|--|--|
| 3.3.1 | Water Quality | | | | | |
| 3.3.2 | Pest Management | | | | | |
| 3.3.3 | Worker Health and Hygiene | | | | | |
| 3.3.4 | Waste Management | | | | | |
| 3.3.5 | Wildlife and Domestic Animal Management/Protection | | | | | |
| 3.3.6 | Harvest and Post-Harvest | | | | | |
| 3.3.7 | Traceability System | | | | | |
| 3.4 Quality Control | | | | | | |
| 3.4.1 | Quality of Agricultural Produce (output) | | | | | |
| 3.4.2 | Internal and external auditing | | | | | |
| 3.4.3 | Maintenance of Farming Equipment | | | | | |
| 3.4.4 Documentation | | | | | | |
| 3.4.4.1 | All farming process control records | | | | | |
| 3.5 Farm Maintenance: | | | | | | |
| 3.5.1 | Maintenance and Sanitation: occupational health and safety, appropriate signage | | | | | |
| 3.6 Environmental Management | | | | | | |
| 3.6.1 | Conservation of natural resources (land, water, energy etc.) | | | | | |
| 4.0 Customer Focus | | | | | | |
| 4.1 | Customer Loyalty and Retention | | | | | |
| 4.1.2 | Protecting customer information (privacy issues) | | | | | |
| 4.2 Complaints Management System | | | | | | |
| 4.2.1 | System for complaints handling | | | | | |

| Focus Areas Agricultural Sector | Policy | | | | | |
|------------------------------------|---------|----|------------|----|-------------|----|
| | Present | | Documented | | Implemented | |
| | Yes | No | Yes | No | Yes | No |

| 5.0 Business Results | | | | | | |
|----------------------|-------------------------------|--|--|--|--|--|
| 5.1 | Financial accountability | | | | | |
| 5.2 | Market analysis | | | | | |
| 5.3 | Analysis of farm efficiency | | | | | |
| 5.4 | Cost control analysis | | | | | |
| 5.5 | Return on Investment analysis | | | | | |

Please select an audit date between 04 April 2022 – 31 May 2022 that would be most suitable to the farm and all outlined as being responsible for the focus areas listed in Table 1.

Comments

Signature of Management Representative: _____ Date: _____

| FOR OFFICIAL USE ONLY | |
|--------------------------|------------------|
| Receiving Officer: _____ | Signature: _____ |
| BSJ Date received: _____ | |