



NATIONAL QUALITY AWARDS PROGRAMME

APPLICATION FORM

-Package contents-

NQA Application Form

IMPORTANT – Read First:

1. Do not leave sections of this form blank, write “N/A”, where the questions do not apply.
2. Electronic copies of this completed form may be submitted to the BSJ by using the submit form tab in the upper right corner of the document.
3. All information obtained in this form will remain confidential as per The Standards Act 1969, Clause 15.

BUREAU OF STANDARDS JAMAICA
NATIONAL QUALITY AWARDS PROGRAMME
APPLICATION FORM

Information provided to the Bureau of Standards Jamaica will be treated with the strictest confidence and will only be used for the eligibility, evaluation and assessment for the National Quality Awards Programme.

1. Name of highest responsible Official: _____
 2. Owner: _____
 3. Position/Role: _____
 4. Name of Enterprise/Farm: _____
 5. Address of Site(s) to be assessed: _____
 6. Contact Number(s): _____
 7. Email Address: _____
 8. Type of Enterprise:
 Manufacturing Service Organization Agriculture MSME
 8. (a) Small farms (<5acres) Medium/Large farms (>5 acres)
 9. How did you learn about the National Quality Awards Programme?
 Advertisement Referral Direct contact other _____
- Important:** If your company is not a MSME, please ignore question 10 below.*
10. Indicate Capital Base (excluding land and building):
 ≤ J\$15 million >J\$15 million but < J\$75 million < J\$425 million
 11. Number of employees in the company _____
 12. How long has your company/business/farm been in operation? _____ Years
 13. Do you have a Tax Compliance Certificate for the company? Yes No N/A
 14. Is the company registered with the Companies Office of Jamaica? Yes No N/A
 15. Is your company registered with the Bureau of Standards Jamaica or any Regulating Body?
 Yes No N/A
 16. Has your company filed its Statutory Payments, G.C.T Payments and Annual Returns?
 Yes No N/A

**BUREAU OF STANDARDS JAMAICA
NATIONAL QUALITY AWARDS PROGRAMME
APPLICATION FORM**

OR

17. For MSME, are you up to date with Statutory Payments? Yes No N/A
18. If you are a farming entity, are you registered with the Rural Agricultural Development Authority (RADA)? Yes No (If yes please provide your RADA Identification number)
RADA ID# _____
19. Is your company/farm a member of any professional organization? e.g., Jamaica Agricultural Society (JAS), Jamaica Agro-Processors Association (JAPA) _____
20. Please list the Product/Produce(s) Manufactured / Service(s) Offered: _____
21. Indicate the destination of the Product(s) / Location of users of service(s):
 Local International Both

If both, state the percentage of each:

_____ _____
Local International

22. Are your operations guided by any of the following?

	Yes	No	In-process
✓ On-farm records	___	___	___
✓ Farm Safety Plan	___	___	___
✓ Documented Standard Operating Procedures	___	___	___
✓ Quality Manual/Policy Manual	___	___	___
✓ Good Agricultural Practices Manual	___	___	___
✓ Best Practices Manual	___	___	___

23. If the answer to the question above is “In-process”, will it be ready by **29 March 2024**?

Yes No

24. Are you in any way involved in the planning of the National Quality Awards Programme?

Yes No

If yes, explain the nature of your involvement.

***Note:** Upon receipt of this completed form, a review will be done to determine your company's eligibility to participate in the NQA Programme and the applicable sector. Successful applicants will be sent the respective Self-Assessment Checklist to be completed and returned to the BSJ. Unsuccessful applicants will be notified in writing.*

**BUREAU OF STANDARDS JAMAICA
NATIONAL QUALITY AWARDS PROGRAMME
APPLICATION FORM**

APPLICANT'S DECLARATION

I declare that all statements appearing on this application are true and correct to the best of my knowledge and belief.

Signature of the highest ranking Official _____ **Date** _____