



# NATIONAL QUALITY AWARDS

## ELIGIBILITY FORM

-Package contents-

NQA Eligibility Form

### **IMPORTANT – Read First:**

1. Do not leave sections of this form blank, write “NA”, 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.

**THE BUREAU OF STANDARDS JAMAICA  
NATIONAL QUALITY AWARDS PROGRAMME  
ELIGIBILITY 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 Ranking Official \_\_\_\_\_

2. Position: \_\_\_\_\_

3. Name of establishment: \_\_\_\_\_

4. Address of Site(s) to be assessed: \_\_\_\_\_  
\_\_\_\_\_

5. Contact Number(s) \_\_\_\_\_

6. Email Address \_\_\_\_\_

7. Type of Establishment:

Manufacturing     Service Organization     SME (SME please complete question 8)

8. Requirements for the SME (If not a SME, please continue to question 9)

	Yes	No
a. More than 5 but fewer than 100 employees	<input type="checkbox"/>	<input type="checkbox"/>

b. Capital Base (Excluding Land and Building) \$500,001 - \$50,000,000	<input type="checkbox"/>	<input type="checkbox"/>
--	--------------------------	--------------------------

**Important:** If you answer no to any of Question 8, please complete the Manufacturing Sector or Service Sector Self Assessment Checklist

9 How long has your company been in operation? \_\_\_\_\_ Years

	Yes	No
10 Do you possess a Tax Compliance Certificate for the company?	<input type="checkbox"/>	<input type="checkbox"/>

11 Is the Company Registered with the Registrar of Companies?	<input type="checkbox"/>	<input type="checkbox"/>
---	--------------------------	--------------------------

**THE BUREAU OF STANDARDS JAMAICA  
NATIONAL QUALITY AWARDS PROGRAMME  
ELIGIBILITY FORM CONTD...**

12 Is your Company Registered with the Bureau of Standards Jamaica? Yes    No    N/A

13 State any professional organization of which you are a member.

14 State the Number of Employees in the company \_\_\_\_\_

15 Please list the Product(s) Manufactured / Service(s) Offered:

16 Indicate the destination of the Product(s) / Locale of users of service(s): -

Local International Both

If both, state the percentage of each: \_\_\_\_\_ \_\_\_\_\_  
Local International

17 Are your operations guided by any of the following?

	Yes	No	In Process
✓ Documented Standard Operating Procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
✓ Quality Manual/Policy Manual	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
✓ Best Practices Manual	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

18 If the answer to the question above is “In Process”, will it be ready by 24 May 2013?  
Yes No

19 Are you in any way involved in the planning of the National Quality Awards Programme?  
Yes No

20 If yes, explain the nature of your involvement

**THE BUREAU OF STANDARDS JAMAICA  
NATIONAL QUALITY AWARDS PROGRAMME  
ELIGIBILITY FORM CONTD...**

---

---

**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**