



**BUREAU OF STANDARDS JAMAICA**  
National Quality Awards

Electronic versions of the Application Package maybe requested from [nwellington@bsj.org.jm](mailto:nwellington@bsj.org.jm) or from the BSJ website.

### Instructions to filling out the self assessment form

Under each section (example 1.0 Organizational Focus), there are several related questions to be answered.

Question 1.1.1 under Corporate Social Responsibility (1.1) should be read as follows;

Does the company have a Policy for ethical behaviour? I.e. is it present  
Is this policy documented?  
Has this policy been implemented?

Applicants should answer yes or no to these questions by selecting the box in the related columns shown below.

Focus Areas Service Sector	Policy					
	Present		Documented		Implemented	
	Yes	No	Yes	No	Yes	No

1.0 Organizational Focus						
1.1 Corporate Social Responsibility						
1.1.1 Ethical Behaviour	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1.1.2 Mission, vision and value of the company	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
1.1.3 Active involvement in support of communities	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1.1.4 Compliance to regulatory standards and statutory requirements	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

### Explanation of Completed table

- In answering question **1.1.3** in the table above it is indicated that;
  1. There is a policy for "active involvement in support of communities"
  2. However this policy is not documented (it is a verbal agreement or organizational culture)
  3. The policy has been implemented.
- In answering question **1.1.1**, it is indicated that;  
There is a documented and implemented policy for ethical behaviour.